

2007 Annual Reports to the Door County Board of Supervisors

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Door County Board of Supervisors
Administrator's Annual Report
March 25, 2008
Michael J. Serpe, County Administrator

Mr. Chairman and members of the Board of Supervisors,

As I look at you, talk to you, work with you, I know that my first obligation is to offer my thanks to you. As supervisors you gladly devote yourselves to what may from time to time be a less than pleasant task of dealing with the myriad issues that confront county government. Your dedication is a constant reminder of the importance of our mission, one that is so vital to the well-being of so many people who have no one else to stand and fight for their needs.

During your terms, you spend many long hours dealing with the complexities that come before your committees and the board. And, in spite of assertions to the contrary, the issues are very complex at times. The expectations placed on the county by the people we serve are reflected in the complexity of the county budget. You and I know the difficulty we face in adopting a balanced budget each fall. But we do it, not in a vacuum and not without spirited debate. You have and continue to provide this county with well run and fiscally responsible programs and services.

The financial condition of Door County Government is in good shape and thanks to the continuing careful stewardship of the County Board, its Finance Committee and the Finance Department, well positioned to remain so going forward.

The physical plant of Door County Government continues to get proper care and maintenance from the members of the Airport and Parks, Highway and Property Committees and the dedicated employees of the departments they oversee.

The level of public safety that our residents and guests have come to expect is the pride of the Law Enforcement and Emergency Services/Communications Committees. The folks who work around the clock keeping watch over our well being can't be thanked enough. A well deserved tip of the hat to all of our mutual aid partners is always in order.

Our "quality of life" departments; Library and Museum, Social Services and Community Programs, Public Health and Sanitarian, Soil and Water, Planning and Zoning all keep operating as smoothly and quietly as ever. They continually perform their missions, sometimes under duress, with grace and aplomb.

Providing the links that tie us all together is one of the best Information System Departments in the state.

From time to time we all need to be cognizant of what we do...and to offer our thanks to all of the employees of Door County government who work cheerfully and tirelessly to make our quality of life here the envy of many.

To that end, we employ the following departments: Airport, Building & Grounds, Child Support, Circuit Court, Clerk of Court, Community Programs, Corporation Counsel, County Administrator, County Clerk, District Attorney, Emergency Services, Finance, Highway, Human Resources, Information Systems, Library, Museum, Parks, Planning, Public Health, Real Property Listing, Register of Deeds, Sanitarian, Sheriff's Department, Social Services and Senior Resource Center, Soil and Water Conservation, Treasurer, UW Extension, Veterans Services.

These departments are led by talented and dedicated department heads and staffed with exceptionally good people. Their oversight committees take their responsibilities very seriously and the end result is a level of service, efficiently delivered that we should all take great pride in.

The specifics of what these departments do is provided in great detail on the county web site: <http://www.co.door.wi.gov/>. The annual reports for 2007 are scheduled to be delivered to the County Board next month.

While the condition of the County of Door is good, we need to always remember that in spite of our geography, we're not an island unto ourselves.

As you well know, local governments in Wisconsin and throughout the United States are under increasing financial pressure. The economic slowdown effecting of the national and state economies will filter into our local economy. These are indeed hard times for businesses, state and local governments, and for all of our citizens and neighbors.

The markets are experiencing great anxiety as investors and consumers grapple with a precipitous decline in the dollar, the skyrocketing price of energy, poor retail sales, and an uneasy milestone: \$1,000 gold. Confidence is shaky.

Consider the following extraordinary commentary: Alan Greenspan saying, "The current financial crisis in the US is likely to be judged in retrospect as the most wrenching since the end of the second world war." Former Reagan economic advisor Martin Feldstein saying, "Could this become the worst recession we have seen in the postwar period? I think the answer is yes." Paul Krugman writing that the current situation "looks increasingly like one of history's great financial crises."

It is worth noting that two of the assessments quoted above came before the startling events of last week. The Federal Reserve brokered a bailout of Bear Stearns, an elite Wall Street investment bank that imploded after trading partners started to worry that the brokerage -- hammered by exposure to bad subprime mortgage bets -- could no longer make good on its contractual obligations. The Fed also took unprecedented steps to provide credit and liquidity to the global banking system. These extraordinary moves only underscore that we are witnessing historic events. And historic events have historic consequences. The current financial crisis may remake the general intellectual, moral, and cultural climate of an era.

The Great Depression of the 1930s spawned the New Deal. Will the Great Credit Crunch of today potentially restructure how government, the financial markets and the general welfare intersect?

Who knows? That's why we hope for the best but plan for something much less.

What we do know is that counties are particularly vulnerable to the bad news emanating from Madison and Washington. County governments operate under statutory levy limits imposed by the state to protect property tax payers from local government's "reckless spending habits."

After the rhetoric cools, local units of government are left to figure out how to pick-up the pieces and keep moving forward. We are up for that challenge. Our budget is balanced and matches our ability to pay as it must.

In this austere environment, county government works mightily to meet the challenge of providing essential public services within the confines of revenue sources that are largely out of our control. We are accustomed to the prospect of living with arbitrary and capricious restrictions. We hope that the current state budget problems do not further handicap our ability to operate. The ability and willingness of our local taxpayers to underwrite the losses of superior levels of government is not unlimited.

Door County government is working hard to live within its means. Our operating budget has essentially been a "cost to continue" effort over the last 4 years. This just didn't happen by chance. All departments, and elected officials worked hard together to come to agreement on what was best for our community as a whole. To that end we will continue exercising strict budget discipline even as some components of the cost to continue are becoming increasingly problematic.

County government will continue to work together with other units of government and citizens of our community to provide essential services while avoiding costly duplication.

With the Government Center remodeling finishing-up early next year we are coming to the end of the largest period of county building construction in history. You are to be congratulated for constructing high quality facilities that will serve the people of Door County well for generations to come. The Capital Improvement Program contains upcoming building needs such as a replacement for the overburdened Senior Center and an outmoded airport terminal building.

We are surviving in the new world, but we must continually look for new resources and opportunities if we are to thrive rather than simply survive.

We need to make wise investments in people and infrastructure if we are to prosper; if we are going to leave this a better place than when we found it. Without an educated and empowered work force, without sustained investment in the infrastructure and technologies that foster long-term employment, and without a system of taxation that can actually pay for the services provided by government, the American dream as we know it will expire.

I believe we face challenging times ahead. But challenges provide opportunities to take fresh looks at issues. The changing face of our county, an aging workforce and population, will present challenges to business and government but opportunities as well. There will be good jobs that need to be filled by people with more and darker hair than many of us. These people will have different expectations than those they replace, requiring all of us to be open to new employment trends.

Our natural environment continues to challenge us, above and below ground. Air and water quality continue to be of great importance to our residents and visitors alike.

The challenge we face is whether we have the wisdom to use our talent to enrich and elevate our community and society. Our imagination and our initiative will determine whether we build a society where progress is the servant of our needs.

Will we have a community where children can find knowledge to enrich their minds and to enlarge their talents? Will we be a place that treasures its elders and tends to their needs? Will we adopt programs and policies that serve not only the needs of the body and the demands of commerce but the desire for beauty and the hunger for community?

Door County is a place where one can renew contact with nature. It is a place where people are more concerned with the quality of their goals than the quantity of their goods.

For some it is a safe harbor, a resting place, a final objective, a finished work. For others it is a challenge constantly renewed, beckoning us toward a destiny where the meaning of our lives matches the hard-won products of our labor.

I'm proud, as I know you are, to work in county government. I love what I do; I need to. The reason I love it and why it's fun is that I get to SERVE people. In the final analysis, that's what life is all about. That's why you're here and that's a very good thing.

Albert Camus wrote in his 1957 book *The Fall*, **"Truth, like light, blinds. Falsehood, on the contrary, is a beautiful twilight that enhances every object."**

We need to keep looking for the truth. It's worth the effort. Working together and respecting the diversity of opinions that are ever present we will make Door County a place that people will be proud to call home.

Thank you for your kind attention.

2007 ANNUAL REPORT
DOOR COUNTY CHERRYLAND AIRPORT DEPARTMENT

Keith Kasbohm, Airport Director



A. Mission Statement: The Door County Cherryland Airport will provide airport support services, planning and development to provide a safe, modern and efficient transportation facility for our citizens, air travelers and airport tenants.

B. Summary of Responsibilities:

- | | |
|------------------------------|--|
| Administration
of Airport | <ol style="list-style-type: none">1. Initiate/Oversee/Conduct Daily Maintenance Operations and Scheduling2. Initiate/Oversee/Conduct Facility Operations Pursuant to Federal Grant Assurances3. Maintain 24/7 availability status4. Administer Farm Land, Hangar Land & Bldg Rental Lease Agreements – 63 total agreements5. Administer Collection of Lease, Rental and Fuel Flowage Fees – on monthly, quarterly and annual basis6. Administer County Chapter 13 & 147. Budget Preparation & Administration8. Airport Planning and Project Programming9. Procurement of State & Federal Funds and Grants10. Oversee Construction of Capital Projects11. Promote new development |
| Facilities &
Grounds | <ol style="list-style-type: none">1. Landside - Buildings, Roads, Parking Lots, Lighting, Snow Removal, Mowing and Grounds Maintenance2. Airside – Pavement Surfaces, Runway Approaches, Nav-aids, Vis-aids (runway lighting), Snow Removal, Lawn Mowing3. Maintenance & Programming of Electronic Gates and Fencing4. Maintenance and Permits for Fuel Tanks, Pumps and Monitoring equipment |
| Equipment
Maintenance | <ol style="list-style-type: none">1. Schedule and Perform Routine Preventative Maintenance on Snow Removal Equipment and Lawn Mowing Equipment |

C. Program Summary: N/A

D. Goals / Objectives Achieved in 2007:

- 1) Completed Slurry Seal Project, which involved slurry sealing both runways taxiway and taxiway connectors.
- 2) Razed old terminal building.

E. Knowledge Sharing 2007:

1. 2007 Annual Airport News Letter
2. Airport Tours for High School Job Fair
3. Airport Tours for Southern Door Fire Dept.

F. Department Budget Status

Approved 2007 Budget	\$378,447.00	Actual 2007 Budget	\$249,253.00
2007 Levy appropriation	\$184,285.00	2006 Levy appropriation	\$160,634.00
2007 budgeted revenue	\$194,162.00	2007 Actual Revenue	\$51,913.74
		2006 Actual Revenue	\$38,920.55

G. Grants received for 2007:

State of Wisconsin	\$144,000.00	Slurry Seal Project
State of Wisconsin	\$11,760.00	Instrument Approach System Test Equipment
Federal Aviation Administration	\$150,000	Entitlement Funds – in bank not spent at present
State of Wisconsin	\$4,000.00	State match for entitlement funds, also in bank
State of Wisconsin	\$8,000.00 100% State Funded	Pavement Evaluation Survey
Federal Aviation Administration	Was unable to get amount from FAA. (100% FAA Maintained)	New sensors for Automated Weather Observation System (AWOS)
Federal Aviation Administration	Approx. \$90,000.00 (100% FAA)	Survey runway approaches for upgrading GPS approaches

H. Other Accomplishments:

1. FAA upgraded GPS approaches to obtain lower approach minimums.
2. FAA installed new sensors on our Automated Weather Observation System (AWOS). System is ten years old and was having reliability issues.

I. Issues, Concerns and Restraints:

1. Rising utility costs, i.e. fuel, electrical, and natural gas.

J. Goals and Objectives for 2008:

1. Maintain the airport in a safe and serviceable manner for all users.
2. As we have started discussing the idea of constructing a new terminal building, 2008 will be primarily a planning year. Funding for a new terminal is expected to be obtained through the use of our entitlement funds and a state grant.
3. Remove Non-Directional Beacon (NDB) radio transmitter, poles and antenna.
4. 4th quarter of 2008 will need to start looking at lease agreements with Door County Aviation and Orion Flight Services as both leases expire, the end of 2009.

2007 ANNUAL REPORT
DOOR COUNTY PARK DEPARTMENT
George K. Pinney, Door County Parks Director

Mission Statement: Provide a coordinated park and outdoor recreation program including the development of park and recreation facilities to meet the needs and demands of Door County residents and visitors.



Tornado Memorial Park

Summary of Responsibilities:

The Door County Parks Department, with oversight from the Door County Airport & Parks Committee, administers the programs and policies approved by committee and governed by Chapter 12 ordinances. The department's responsibilities include acquisition, development, redevelopment, and maintenance of 19 county parks totaling 950 acres and including 12.5 miles of state trails, 7 boat launch facilities, 17 restrooms, 3 "Welcome to Door County" signs, and miscellaneous buildings totaling over 65,000 square feet. The department also oversees the state snowmobile program in Door County.

Door County Parks Department Program Summary

State of Wisconsin Snowmobile Program. Write funding grants for trails program, inspect trails for safety, review and approve funding for 7 local clubs maintaining 212.9 miles in Door County.

Plotmaster Program. Maintain and rent out Plotmaster equipment to general public, and other governmental agencies for approved conservation and natural resource protection projects.

Goals/Objectives Achieved in 2007

Cana Island Transfer and Operational Contract. Island transferred to Door County May 18, 2007 and operational contract signed with Maritime Museum.

Lake Michigan Boat Launch. Received grants and donations to fund feasibility study at Schauer Park.

Proposed Land Acquisition at Olde Stone Quarry. Completed appraisal, acquired option to purchase and applied for grants. Usually a 1.5 to 2 year process.

Ahnapee Trail County U to Utah Street. Signed agreement with DOT to manage segment of Ahnapee Trail.

Highway 57 “Welcome to Door County” Sign. Acquired ownership of sign and received DOT approval for location along new divided highway.

Little Sturgeon Boat Launch Off Site Parking. Finalized ownership of property and awarded construction contract. Construction 95% complete in 2007.

Friends of Door County Parks System. Friends group started 501c(3) process. Only 2nd such group in State of Wisconsin.

Triathlon Growth. Triathlon sold-out at 1000 participants.

Beach Monitoring/Design Work with Soil & Water on redesign of Murphy and Bailey Harbor beaches to control runoff and erosion.

Knowledge Sharing 2007

Annual Committee and Friends Group Parks Tour

Wisconsin Park & Recreation Association Board Member

Wisconsin Park & Recreation Association, Park Section, Chairman

2 hour radio talk show

Presentations at Morning Rotary, Leadership of Door County, and WPRA Fall Conference

Department Budget Status

Approved 2007 Budget	\$936,328.00	Actual 2007 Budget	\$1,498,628.41
2007 Levy appropriation	\$547,118.00	2006 Levy appropriation	\$ 474,459.00
2007 budgeted revenue	\$389,210.00	2007 Actual Revenue	\$ 658,316.57
		2006 Actual Revenue	\$ 675,075.00

Grants received for 2007:

Lily Bay Landing Rehabilitation RBF-1164 for \$1,440.75

Door County Snowmobile Trail Maintenance 07-08 S-3455 for \$53,225.00

Door County Carmody Park Phase 2; Offsite Parking TEBP for \$144,000.00

Door County Little Sturgeon Bay Access Development RBF-820 for \$111,384.00

Door County Olde Stone Quarry Access Development TEAW (RBF-1030.1) for \$420,000.00

Other Accomplishments

ACEC 2007 Best of State Excellence Award for Olde Stone Quarry Project

ACEC 2007 National Finalist Award for Olde Stone Quarry Project

WPRA 2007 Park Section Design Award of Excellence for Olde Stone Quarry Project

Hosted Wisconsin Waterways Commission Quarterly meeting

Chaired 3 day WPRA Park Section Fall Conference Speaker selection

Issues, Concerns, & Restraints

Our most pressing issue is raising fuel & utility costs. We are a very mobile department that travels the full length of Door County in our daily operation of our parks system. Though we have successfully instituted many fuel and utility saving practices, the rising cost of energy is overshadowing any savings and is straining our budget. We estimate that in 2005 our energy costs were 10% of our budget. This grew to 20% in 2007 and we expect that it will be close to 30% by 2009. The majority of this is inflation.

We are also seeing more regulations that are costing us unbudgeted funds. Example, DNR 151 now requires us to have a written management plan for each turf area over 5 acres. This plan must be written by a licensed professional vs. in-house staff at an estimated cost of \$500.00 each.

In the past we have relied heavily on grant dollars to fund part or all of park acquisitions and developments. Recent political changes in grant programs have added words like “nature based” and “open to all public access”. Both of these terms are interpreted to greatly limit what the grant dollars can be used for. Also competition for grant dollars has dramatically increased in the last few years.

Office and maintenance space is starting to become an issue. Currently 3 full time employees share space with no privacy. This space also has full public access. Maintenance space is shared with another department and equipment is rotated in and out of spaces daily.

Full time staff is also a concern. During the winter months we have 2 full time staff. Myself, who is pretty much tied down in the office and 1 Lead Worker who does all the winter maintenance. Each year it seems that we are falling further behind. One additional full time person could be used to fill this gap. This person (park aid) would be a lower paid position than the current lead worker and would eliminate one of our 9-10 month seasonal positions. Cost to the parks department budget would be minimal based on our long term plan.

Goals & Objectives for 2008

Apply for State and Federal Grants to fund Acquisition, Maintenance and Development projects.

Complete funding and purchase of Olde Stone Quarry northern acquisition.

Study Olde Stone Quarry south acquisition.

Study Murphy Park north acquisition.

Fund and install new highway 57 sign.

Reestablish Peregrine Falcon Project.

Finish Chaudoirs Dock Feasibility Study and secure repair funding.

Finish Maplewood Wayside project.

Finish Carmody off site parking project.

Help Friends group become established.

Redesign Murphy Park Triathlon transition area to increase capacity by 15%.

Set up event schedule for 2009 WPRAs Summer Park Tour in Door County

Set up Spring Workshop for WPRAs Park Section

Design and print new parks brochure.

Continue to improve County Snowmobile Program.

Resolve overcrowding issues at John Miles Park.

Continue Beach redesign program to create conceptual design for improvements.

Invasive species monitoring and removal in parks

Respectfully submitted by

George K. Pinney

Door County Parks Director

3-26-08

2007 ANNUAL REPORT
DOOR COUNTY BUILDING & GROUNDS MAINTENANCE DEPARTMENT
Ted McCartney, Building and Grounds Director

A. **Mission Statement:** To maintain the County's buildings and grounds for the use of the citizens and employees of Door County.

B. **Summary of Responsibilities:**

To provide a maintenance program that covers the following structures:

- Justice Center (129,359 sq ft)
- Government Center (74,198 sq ft)
- Museum (13,600 sq ft)
- Emergency Services (4,320 sq ft)
- Senior Resource Center (7,350 sq ft)
- Highway Offices (1,186 sq ft)
- Former Highway (28,677 sq ft)

To provide the following services on a regular basis:

- Window cleaning
- Floor scrubbing, polishing and sealing
- Carpet vacuuming and cleaning
- Dusting and surface cleaning
- Furniture, equipment and fixture cleaning
- Clean and sanitize restroom facilities
- Maintenance of grounds, lawn mowing and snow removal

To provide the following additional services:

- Repair and maintain doors, locks and openers
- Painting
- Ceiling tile replacement
- Inspect heating and air conditioners
- Adjust and monitor air circulation/quality
- Clean up spills, messes, etc.
- Extra cleaning of restrooms
- Replace lighting fixtures and bulbs
- Move/rearrange equipment (desk, files, etc.)

To provide the following services day to day or as needed:

- Pick up and deliver mail to the U.S. Postal Service
- Receive and deliver projects and equipment to various departments
- Collect recycled paper from the offices and arrange for pick up
- Trash collections from the offices and public areas
- Table, chair and equipment setup for organizational meetings
- HVAC system regular checks and maintenance
- Machinery maintenance
- Exterior and interior maintenance as warranted
- Monitoring of heating systems – boilers

C. **Goals / Objectives Achieved in 2007:** See Section E under Other Accomplishments.

D. **Department Budget Status**

Approved 2007 Budget	\$1,334,774.00	Actual 2007 Budget	\$1,243,725.23
2007 Levy appropriation	\$1,295,209.00	2006 Levy appropriation	\$1,174,952.18
2007 budgeted revenue	\$39,565.00	2007 Actual Revenue	\$28,603.84
		2006 Actual Revenue	\$29,876.79

E. **Grants received for 2007:** -0-

- F. **Other Accomplishments:** In the year 2007 our department accomplished a major renovation of the Historical Museum. Much of the siding was replaced. The exterior was restained and painted. The log gable ends were chinked and caulked. The landscaping was upgraded. Water damage was repaired. The signs were removed, repainted and reinstalled. The lintel above the outside door was replaced with stone that matches. The department cleaned the building prior to the annual opening.

Other noteworthy items were:

- The staining of the EMS building after a hail storm damaged the siding's finish
- Gable end weather covers were made and installed at the same time

Work at the Justice Center included:

- GPS antenna and cell phone repeater installations
- Addition of an AC unit to cool State computer equipment
- Rewiring the multi-purpose room lighting
- The location and repair of the hydrant at the front of the building
- Various landscaping improvements to allow better drainage of the site and ease of mowing the grounds
- Repair of sink holes caused by the storm sewer drain connections leaking
- Transplanted trees from the Government Center
- Pavers added to the roof to provide a walkway that would protect the roof membrane when roof access is required
- Automatic loading dock lights were added to guide trucks to the dock
- Wiring repairs were made to the emergency generator at the tower due to the equipment settling
- A grouping of data wiring was pulled into the garage area for the squads and command vehicle

Work at the Senior Center and former Highway shop:

- Repair the salt shed doors
- Removal of old sign building
- Stump removal landscaping
- Addition of air-conditioning to rooms that weren't cooled
- Replacement of old windows with low-E, energy efficient windows
- Changing the plumbing to allow soft water in all locations of the kitchen

The department has been involved with moving furniture, files, and equipment to support the remodeling project. We are doing the final cleaning and helping with the setup of offices. We have moved everything that was stored at Ole's storage to County buildings. We assisted with the move from the Birth to Three building.

- G. **Issues, concerns and Restraints:** To be able to maintain the current level of operation while being short staffed and undertaking additional responsibilities.

H. **Goals and Objectives for 2008:**

- To support the remodeling project while maintaining or improving the current level of services and facilities that the department is responsible for.
- To look at all aspects of the operation of the department in order to maintain a reasonable budget while the cost of goods and services rise.

Respectively submitted

Ted McCartney
Director of Buildings & Grounds
Maintenance

2007 ANNUAL REPORT

DOOR COUNTY CHILD SUPPORT ENFORCEMENT DEPARTMENT

Rod Dequaine, Child Support Director

A. Summary of Responsibilities:

Primary functions

- a. Intake: the process of receiving, reviewing and assessing new child support referrals or applications.
- b. Locate: the process of searching for and verifying information on the whereabouts, employment status, income or assets of a parent or alleged father.
- c. Interstate: process of assisting another state, upon their request and sending requests from this state to other states.
- d. Establishment:
 - 1) Child Support Establishment: the process of obtaining a legally enforceable court order for child and medical support
 - 2) Paternity Establishment: the process of legally determining the identity of a nonmarital child's father.
- e. Enforcement: the process of using administrative, civil or criminal actions necessary to ensure that parents comply with the provisions of their court-ordered obligations.
- f. Collection processing: process of receipting and disbursing money paid for child support and other related debts

B. Goals / Objectives Achieved in 2007: *The Child Support Agency worked very hard to maintain their performance levels in the face of revenue reductions and the economic downturn. Current support collections remained steady when compared to 2006, and arrears collections were up over four percent from the prior year. Both measures are approaching the 80 percent level—the goal set by the State of Wisconsin.*

C. Knowledge Sharing 2007: *Not applicable.*

D. Department Budget Status

Approved 2007 Budget	\$547,764	Actual 2007 Budget	\$572,648
2007 Levy appropriation	\$114,061	2006 Levy appropriation	\$112,750
2007 budgeted revenue	\$433,703	2007 Actual Revenue	\$464,268
		2006 Actual Revenue	\$436,602

Grants received for 2007: n/a.

- E. Other Accomplishments: *Not applicable.*
- F. Issues, concerns and Restraints: *The Child Support Program continues to suffer from federal funding cuts in the Deficit Reduction Act of 2005. Efforts continue to restore the funding and some movement is occurring in the House of Representatives. At the state level, general purpose revenue that is intended to replace part of the federal funding cut remains subject to debate as the state looks for ways to fix a deficit caused by reduced tax collections.*
- G. Goals and Objectives for 2008: *The Child Support Agency looks to achieve the 80 percent level on both current support collections and arrears collections.*

2007 ANNUAL REPORT

DOOR COUNTY CIRCUIT COURT/CLERK OF COURT

D. Todd Ehlers, Circuit Judge, Branch I

Peter C. Diltz, Circuit Judge, Branch II

Nancy Robillard, Clerk of Circuit Court

Judith A. Schneider, Register in Probate



Mission Statement:

The mission of Wisconsin's court system is to protect individual's rights, privileges and liberties, to maintain the rule of law, and to provide a forum for the resolution of disputes that is fair, accessible, independent and effective. [WI Supreme Court Strategic Plan, 1994] It is the responsibility of the Circuit Court system to fulfill this constitutional mission in Door County.

Summary of Responsibilities:

CIRCUIT COURT

The Circuit Court for Door County since August 1, 1978 is part of the 8th Judicial District for the State of Wisconsin, which comprises Door, Kewaunee, Brown, Marinette, Oconto, Waupaca and Outagamie Counties.

The Circuit Court of Door County has original jurisdiction in all matters, civil and criminal, within the state accepted in the constitution and not otherwise prohibited by law. The Circuit

Court is a court of unlimited jurisdiction including the crime of First Degree Intentional Homicide.

The Circuit Judge has the power to appoint Court Commissioners, a Court Reporter, a Register in Probate and six Commissioners in connection with proceedings in eminent domain and in the condemnation of land.

Door County has two Circuit Court Judges. Judge Peter C. Diltz has been the Branch II judge since 1994 and is the presiding judge for Door County. Judge D. Todd Ehlers has been the Branch I Judge since 2000 and is Deputy Chief Judge for the 8th Judicial District.

CLERK OF CIRCUIT COURT OFFICE

The office of the Clerk of Circuit Court, also known as the Clerk of Court, is a constitutional office. The electorate of Door County elects the Clerk.

The duties of the Clerks Office are varied. It is the responsibility of the Clerk of Court to keep records of all civil, small claims, family, traffic and criminal actions filed in Door County Circuit Court.

In a civil action the clerk's office records all documents filed in regard to the action as it progresses and upon the completion of the action the final disposition of the case.

In a criminal case the clerk's office records all information and correspondence received for each case, including the charge filed, the statute alleged to be violated and the circumstances surrounding the charges. Once the case has concluded, the clerk's office is responsible for processing the final judgment and providing copies to all agencies involved in the disposition.

In divorce and paternity actions this office is responsible for maintaining all information and correspondence received on each case and provide copies to all necessary agencies when required.

The respective clerk keeps minutes, which include all proceedings in open court showing all motions and orders made in the progress of each hearing. Also the clerk records the names of any witnesses sworn in, the names of the bailiff and juror's selected if it is a jury trial, and the verdict of the jury when returned. The clerk must keep all exhibits entrusted in the court actions and only upon order of the Court may exhibits be released at the conclusion of an action or trial.

Prospective juror lists are maintained in the Clerk of Courts office. Jurors are regularly summoned by letter for each prospective jury trial in which they are to serve.

Mechanics, Condo & Construction Liens, Judgments and Wisconsin Delinquent Income Tax Warrants are filed in this office. The Clerk also issues Executions and Writs of Assistance, and issues and signs subpoenas. The Clerk of Courts office processes passports for travel in foreign countries.

The Clerk of Court keeps traffic and forfeiture records, and collects all fines and costs associated with them. At the end of each month these monies are turned over to the County and City Treasurers along with a Suit Tax Report (ST-83) to the State Department of Administration, State Treasurer and County Treasurer.

REGISTER IN PROBATE OFFICE

Pursuant to Wis. Stats. 851.71(1), the judges of each county shall appoint a register in probate. Appointments may be made only with the approval of the chief judge. Registers in probate are statutorily responsible for various record-keeping functions of the court. As custodians of the courts' records, registers in probate play a significant role in Wisconsin's judicial system.

The register is responsible to accurately maintain records governed by Wis. Stats. Ch. 851, 54, 55 and Wisconsin Supreme Court Rule of all probate, guardianship, mental and wills. The register works with local and state agencies, businesses and the general public who rely upon the office of the register in probate to assist in the resolution of different issues and problems. Registers in probate provide an administrative link between the judiciary, the county board and the public. Registers also work closely with other court staff to ensure that the courts run smoothly and efficiently.

The administrative duties of the register in probate involve a variant of tasks, including but not limited to, budgeting and administering county and court resources.

Program Summary:

- VIP – Victim Impact panel – Victims of drunken driving tragedies share their stories of pain and loss with drunken driving offenders who appear to be in need of understanding the results of impaired driving.
- Facility & Security – This committee shall under SCR 79.39 coordinate the adoption of general court security and facilities policies. Day-to-day security decision and case-specific security measures shall remain within the discretion of the presiding judge.
- Passports – Provide the general public with a service for traveling out of the country along with providing financial benefits to the general fund.
- Alternatives to Violence Program - The Court routinely orders as a condition of probation that domestic abuse offenders comply with an Alternatives to Violence (ATV) assessment and participate in the program if determined eligible. It is a 26 week program coordinated by HELP of Door County to address violence, anger and healthy relationship issues. There are separate groups for men and women. Defendants can participate either in HELP's program or similar programs of other private agencies. An ATV assessment and compliance may also be ordered for individuals convicted of battery, disorderly conduct involving violence or any other crimes involving physical abuse.

Goals / Objectives Achieved in 2007 :

- Scanning – All criminal and family files which will save time for judge's and staff to access files and will reduce the need for long term storage.

Department Budget Status

Approved 2007 Budget	\$477,690	Actual 2007 Budget	\$505,529
2007 Levy appropriation	\$222,426	2006 Levy appropriation	\$217,916
2007 budgeted revenue	\$601,526	2007 Actual Revenue	\$677,748
		2006 Actual Revenue	\$600,909

Other Accomplishments:

- Video Conferencing – Now conducting more hearings with inmates of correctional and mental health facilities which in turn save time and transport costs. System updated to be compatible with all of the correctional facilities.
- Revenue – Between the Register in Probate and Clerk of Courts office we were again able to bring in more revenue than anticipated.

Issues, concerns and Restraints:

- Budget – 2009 funding with only a 2% increase but wages going up over 3% will be a big concern.
- Equipment – Being able to maintain and repair the high tech equipment in the court rooms will also be a major concern. We will need to maintain this equipment with the design deficiencies that are of concern, i.e. no battery or generator back-up on the equipment room that is also without temperature controls.

Goals and Objectives for 2008:

- CCAP installation of printer and hardware upgrade in mid-2008
- Continue meeting with maintenance on resolutions for equipment room
- Continue monthly meetings with Judges and other court related personnel to continue problem resolution as they arise.
- Judge Ehlers intends to continue his annual meetings with Door County High School students specifically addressing issues of underage drinking and driving under the influence. It provides an opportunity to familiarize the County's youth with the courts, answer their questions and act as a reminder about the dangers of risky behavior.

2007 ANNUAL REPORT
DOOR COUNTY DEPARTMENT OF COMMUNITY PROGRAMS
Michael Van Dyke, Interim Director

A. Mission Statement:

It shall be the purpose and mission of the Door County Department of Community Programs to provide a comprehensive array of statutorily defined services to individuals and their families in our community experiencing challenges in the areas of:

*Alcohol and Other Drug Abuse.
**Developmental Disabilities
Mental Health/Emotional Wellness and
*Severe and Persistent Mental Illness

Through ongoing commitment to staff and agency development, it shall be the Department of Community Program's privilege to provide first quality services and consultation to the community in these identified areas.

B. Summary of Responsibilities:

Alcohol and Other Drug Abuse:

The AODA Program is responsible for providing a full spectrum of services, including prevention services, assessment, outpatient treatment, residential treatment, and detoxification services. We are also responsible for completing all OWI assessments and overseeing that all individuals are following their Driver's Safety Plans.

Community Support Program:

The responsibilities of the Community Support Program are defined statutorily in Wisconsin State Code HSS.63 to assist individuals with Severe and Persistent Mental Illnesses to attain a self-defined goal of independence and community integration.

Developmental Disabilities:

The Community Program's Developmental Disabilities Office is governed under Chapter 51 of Wisc. Stats defining the scope of responsibilities to people with developmental disabilities attributable to brain injury, cerebral palsy, epilepsy, autism, mental retardation and other neurological conditions related to mental retardation. Responsibilities include the provision of 16 different services (examples include: information/referral, counseling, education, recreational opportunities, training, sheltered work/supported work, personal care, transportation, etc)

Mental Health:

- Collaborative and cooperative services with public health and other groups for programs of prevention.
- Comprehensive psychological and psychiatric diagnostic and evaluation services.
- Inpatient and outpatient care and treatment, residential facilities, partial hospitalization, emergency care and supportive transitional services.
- Staff in-service training including periodic training on emergency detention procedures and emergency protective placement procedures.
- Continuous planning, development and evaluation of programs and services.

C. Program Summary:

Alcohol and Other Drug Abuse:

We provided direct counseling to 325 individuals and their families when appropriate and we contract for those services when medical or residential services were required. We also completed 236 OWI assessments and monitored the progress of these individuals on their Driver's Safety Plans.

Community Support:

Services provided to 72 Community Support Program clients included hospital diversion, medication management, access to Patient Assistance Programs, assisting clients achieve Medicare Part D, monitoring adult family home utilization, group work, maintaining community partnerships, monitoring inpatient psychiatric hospital stays, monitoring civil commitments and community education regarding the stigma of mental illness.

Developmental Disabilities:

- BIRTH TO THREE EARLY INTERVENTION PROGRAM: Service delivery includes: Special Instruction/Teacher services, Speech and Language Therapy, Occupational Therapy, Physical Therapy, Service Coordination and other ancillary support services as governed under HSS 90.
- FAMILY SUPPORT PROGRAM/CHILDREN'S SERVICES: Service includes: Information/referral, coordination of the use of community resources and other case management services, limited funding to assist families, networking families with other supports.
- RESPIRE CARE PROGRAM: Service includes: Information/referral, assisting families in accessing respite care providers, monitoring respite options for families, limited funding to assist families.
- CHILDRENS LONG TERM SUPPORT WAIVERS/ADULT LONG TERM SUPPORT WAIVER SERVICES: Service includes: Application, procuring, implementing, and monitoring waivers for children and adults found eligible for such services. An array of services are available under these federal/state/local match waivers, including intensive autism services, respite, adult family home services/supports, other 1:1 residential supports, day services, adaptive aids, etc., all based on available per diem funding limits.
- ADULT VOCATIONAL, DAY AND RECREATION SERVICES: Service includes: contracted day service and vocational services with a variety of vendors. This service also includes supported/community based employment and the use of job coaching as a long term support service.
- OTHER RESPONSIBILITIES/SERVICES: Service includes: intake/assessments, contract and fiscal monitoring, supportive counseling, prevention activities, guardianship and protective placements, crisis intervention, institutional follow along services, outreach, supportive parenting, head injury services, assistive technology, and case management.

Mental Health:

Outpatient counseling clinic for 222 different individual, couples and families experiencing mental health problems

Psychiatric services to 223 different clients

Psychological testing

Inpatient psychiatric treatment monitoring and transition to outpatient services

Community consultation and education.

D. Goals / Objectives Achieved in 2007:**Alcohol and Other Drug Abuse:**

- Continued services to inmates in the Door County Jail
- Ongoing services to individuals seeking services
- Development of a community wide prevention Coalition

Community Support Program:

- Increased numbers of "certified" CSP clients eligible for reimbursement by Medicaid

Developmental Disabilities:

- Conducted 2nd Annual World Café which brought close to 70 community members together on April 16, 2007 where the focus this year was on Employment for people with disabilities.

- Hosted “Take 5” Campaign (previously known as Give Mom A Break) to have county officials meet with families who shared their stories.
- Collaboration with DSS on the implementation of Wisc. Stats 46.90 Adults at Risk Investigations law changes.
- Provided ongoing case management and/or support services for over 321 individuals with developmental disabilities in 2007.

Mental Health:

- Provided quality mental health care to 223 clients requesting services
- Increase outpatient collections revenue.
- Improved collaboration with Door County Physicians for psychiatric care.
- Remained within inpatient budget limits.

E. Knowledge Sharing 2007:

Alcohol and Other Drug Abuse:

We have provided educational services to various groups though out the county through our contacts at schools, peer leader trainings, prevention meetings, hospital consultations, and interagency functions.

Community Support Program:

Collaboration with the Door County Chapter of the National Alliance For the Mentally Ill
 Collaboration for Crisis Training with the Sheriff’s and Sturgeon Bay Police Departments
 Successful “Groups” program
 Transition of two individuals from supervised living situation to independent living.
 Reduced length and frequency of inpatient treatment

Developmental Disabilities:

Provided nine educational training programs for supportive living/adult family home providers, including a special training for consumers and families on “self determination” hosted by Dennis Harkins, state consultant.

Mental Health:

Consultation to the Washington Island School/community regarding suicide prevention
 Collaboration for Crisis Training with the Sheriff’s and Sturgeon Bay Police Departments
 Facilitation of the Door County Mental Health Counselors Consortium
 2 Sessions of the Door County Youth Forum
 Facilitated regional workshop: “Pharmacology For Professionals” with Dr. Ron Diamond.

F. Department Budget Status:

Approved 2007 Budget	\$6,827,003.00	Actual 2007 Budget	\$ 7,021,153.00
2007 Levy appropriation	\$1,544,591.00	2006 Levy appropriation	\$1,482,393.00
2007 budgeted revenue	\$5,282,412.00	2007 Actual Revenue	\$ 5,744,133.00
		2006 Actual Revenue	\$4,862,690.00

Grants received for 2007:

Alcohol and Other Drug Abuse: Block Grant \$46,219.00

Mental Health Block Grant: \$7,665.00

The D.D. Program received \$5,025.00 in grants and donations in 2007

G. Other Accomplishments:

24 hour/7day week crisis intervention coverage involving all disability areas provided response to 269 crisis calls totaling 498.7 hours.

H. Issues, concerns and Restraints:

Alcohol and Other Drug

- Ongoing waiting list
- Potential change in funding source for block grant
- Turn over of staff through retirement

Community Support Program

Wait list. Pending recertification.
Risk of high cost institutional placements. Reduced nurses time.
Challenge of implementation of the new Comprehensive Community Services program.
Loss of Medication Technician for after hours medication distribution.
Prolonged illness and absence of Program Coordinator
Development of options for hospital diversion.
Care for an aging population of individuals suffering from severe mental illnesses

Developmental Disabilities

There is a number of high need, court ordered consumers who will require long term placement services in the near future. These unbudgeted situations continue to loom within the Developmental Disabilities Program and the fiscal impact for 2007-2008.

The loss of the base respite care county levy funding has had tremendous impact on the program and families.

A future and evolution of Family Care in Door County.

Mental Health

Mental Health services for assessment and treatment to the elderly
Disaster Planning sufficient to meet the needs of Door County Emergency Services

I. Goals and Objectives for 2008:

Alcohol and Other Drugs

- Evaluation of services at the jail
- Establishment of Intensive Out Patient Program
- Establishment of Multiple OWI Offender Early Intervention Program

Community Support Program

Certification of 12 Community Support Program Clients
Preparation for program recertification
Movement of several clients from residential placements to independent living

Developmental Disabilities

1. To evaluate the existing Developmental Disabilities Program system, assuring maximization of all potential state and federal waiver eligibility of all consumers, including children and adults.
2. {Personal Care Worker Program, CIP 1B, COP, CLTS waivers, etc.} and how that fits with Family Care.
3. Provide a comprehensive provider training curriculum that will afford all supportive living, respite care, and adult family home providers adequate educational opportunities.
4. Increase efforts toward additional adult family home recruitment with the potential for an emergency triage/respite care bed to be used by the Department as a hospital diversion.
5. Procure additional grant funds for respite care for families of children with special needs.
6. Continue community awareness education experiences like World Café III, Take 5/Give Mom a Break Campaigns.

Mental Health

Increase sophistication of working with co-occurring clients (MH/AODA)
Constant monitoring or inpatient hospital contracts.
Renew certification for the Mental Health/AODA/Crisis Intervention programs

2007 ANNUAL REPORT

DOOR COUNTY CORPORATION COUNSEL DEPARTMENT

Grant P. Thomas, Door County Corporation Counsel

A. MISSION STATEMENT:

Our mission is to provide legal services, based on the highest professional and ethical standards, that facilitate and support Door County's goals.

B. SUMMARY OF RESPONSIBILITIES:

The Door County Corporation Counsel Department attends to all civil legal matters relating to Door County. This includes:

- Prosecute and defend all civil actions or proceedings.
- Interpret the powers and duties of boards, commissions, committees, departments, employees, and officers of the county.
- Serve as legal adviser to boards, commissions, committees, departments, employees, and officers of the county.
- Guardianships and protective placements.
 - ❖ Chapters 54 and 55 Wisconsin Statutes.
- Civil (mental and alcohol) commitments.
 - ❖ Chapter 51 Wisconsin Statutes.
- Land use, zoning and environmental issues.
- Code drafting and enforcement.
- Employment / Labor Relations.
 - ❖ This encompasses: compliance with state and federal employment laws, regulations and rules; legal aspects of hiring, discipline and termination; legal aspects of negotiation, mediation and interest arbitration; legal aspects of grievances, up to and including arbitration; and representing the County in proceedings before the court, administrative bodies and various agencies.
- Contract negotiation, drafting, review, interpretation, and/or enforcement.
- Foreclosure of tax liens (by action In Rem or In Personam) and sale of tax delinquent real estate.
 - ❖ Chapter 75 Wisconsin Statutes.
- Ethics and conflicts of interest.
 - ❖ Render (verbal and written) opinions regarding ethics and conflict of interest issues.
 - ❖ Sections 19.21 – 19.39 Wisconsin Statutes.
- Public records.
 - ❖ Sections 19.42 – 19.59 Wisconsin Statutes.
- Open meetings.
 - ❖ Sections 19.81 – 19.98 Wisconsin Statutes.
- Real property acquisition / disposal.
 - ❖ Handle legal aspects of the purchase and sale of real estate by the County.

- Public works projects.
 - ❖ Involved in the legal aspects of (e.g., land use and zoning, financing, risk management, drafting of documents, design bidding, construction, oversight, and dispute resolution issues) public works projects.
- Director of Family Court Counseling Services.
 - ❖ Corporation Counsel is the Director of Family Court Counseling Services, with the attendant responsibilities and authority as set forth in Section 767.11 Wisconsin Statutes.
- Child Support Agency.
 - ❖ Assists the Child Support Agency on an as needed basis. The Child Support Agency Director, on an as needed basis, serves as Assistant Corporation Counsel and aids Corporation Counsel. The Departments are separate and distinct entities.
- Claims against county / officials / employees.
 - ❖ The County's liability insurance is through the Wisconsin County Mutual Insurance Corporation (WCMIC). The scope of liability protection provided by WCMIC is broad. Corporation Counsel oversees and assists outside counsel assigned by WCMIC to defend covered claims.
 - ❖ Defend all claims not covered by County's liability insurance.
- Miscellaneous issues.
 - ❖ Election, intellectual property, parliamentary, telecommunications, referenda, and whatever other legal issues which may arise from time to time.

C. PROGRAM SUMMARY:

Not applicable. As in-house counsel, we are an internal service department. We 'live', somewhat vicariously, through the other departments.

D. GOALS / OBJECTIVES ACHIEVED IN 2007:

The straight forward answer? Maintained the current state of affairs. As with anything else in life, work as in-house counsel is about balance; balancing competing priorities, other's expectations, and our own.

E. KNOWLEDGE SHARING IN 2007:

Provide legal advice to elective and appointive officials, and employees of Door County. Participate in public forums, to educate the public at large as to various issues.

F. DEPARTMENT BUDGET STATUS:

Approved 2007 Budget (Office Act)	\$316,706.96	Actual 2007 Budget	\$310,711.77	Balance	\$5,995.19	Percent Used	98.10%
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Approved 2007 Budget (Counseling Serv Act)	\$9,161.76	Actual 2007 Budget	\$9,161.76	Balance	\$0.00	Percent Used	100.00%
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Approved 2007 Budge (Law Library Act)	\$10,944.76	Actual 2007 Budget	\$10,944.76	Balance	\$0.00	Percent Used	100.00%
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G. OTHER ACCOMPLISHMENTS:

Having an influence within Door County, which involves working together with elective and appointive officials, and employees to tackle problems...not necessarily the big hairy audacious ones but rather the many ordinary things done right each day that in the end make the biggest difference.

H. ISSUES, CONCERNS AND RESTRAINTS:

To use a scientific analogy, it's recognizing (and bringing to light) the existence of the "Mandelbrot Set"... that there is order in chaos when there is adherence to basic principles and laws.

I. GOALS AND OBJECTIVES FOR 2008:

Having a positive impact. Realizing we are here to counsel and assist Door County's elective and appointive officials, and employees to accomplish their goals.

HISTORY

On December 7, 1976 the Executive & Personnel Committee engaged in discussion concerning the position of Corporation Counsel. The Executive & Personnel Committee recommended that the duties and powers of Corporation Counsel be conferred upon the District Attorney. County Board accepted this recommendation by adoption of Resolution No. 38-76.

Over time the workload of the Door County District Attorney's department steadily increased. Effective January 1, 1979, by adoption of Resolution No. 72-78, County Board relieved the District Attorney of the duties and powers of Corporation Counsel, established the Office of Corporation Counsel, and employed a part-time Corporation Counsel.

There was an upsurge in the caseload of Corporation Counsel, particularly with respect to code enforcement matters (i.e., zoning ordinance violations). Consequently, it was deemed necessary to employ a part-time Assistant Corporation Counsel. By adoption of Resolution No. 22-85, the Board of Supervisors authorized the appointment of an Assistant Corporation Counsel to aid the Corporation Counsel in the performance of the duties of Corporation Counsel.

On October 27, 1987, by enactment of Ordinance No. 67-87, the County Board established a full time Corporation Counsel position. County employed its first full time Corporation Counsel and one full-time support staff person, in 1988.

In 1994 County employed a full-time Assistant Corporation Counsel, and an additional full-time support staff person. The Assistant Corporation Counsel time was divided equally between Office of Corporation Counsel and the Child Support Agency.

On May 31, 1999 the Assistant Corporation Counsel resigned. On June 3, 1999 one full-time support staff person transferred from the Office of Corporation Counsel to the Office of County Administrator. Neither position was re-filled.

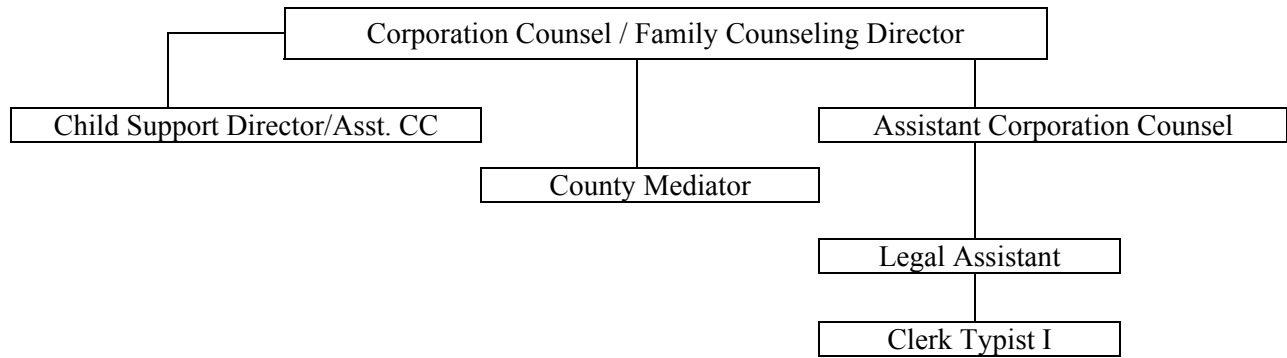
On October 11, 1999 County employed a Child Support Agency Director / Assistant Corporation Counsel. This person is the administrator of, and attorney for, the Child Support Agency.

On September 30, 2002, by adoption of Resolution 95-02, County Board reauthorized the employment of an Assistant Corporation Counsel and Clerk Typist I. The Assistant Corporation Counsel aids the Corporation Counsel and Child Support Agency Director / Assistant Corporation Counsel in the performance of their duties.

In 2005, a decision was made to layoff the Clerk Typist I. This position remains unfilled.

There have been no organizational changes since 2005.

ORGANIZATIONAL CHART (2007)



Position not filled, but remains within table of organization.

2007 Staff:

Grant P. Thomas, Corporation Counsel/Family Counseling Service Director
 Rodney Dequaine, Child Support Director/Assistant Corporation Counsel
 David P. Hemery, Assistant Corporation Counsel
 Marie A. Larson, Legal Assistant

TABLE 1:

2007 CASES

Opening	498
Closed	240
Pending	258

TABLE 2:

AREAS OF LAW

Administrative Review	
Claim	3
Collection	61
Commitments	55
Contract	25
General	145
Guardianships	15
Labor	30
Mediations	65
Open Records	4
Violations	87
Property	7
Support	1
TOTAL	498

TABLE 3:

DEPARTMENTS

Airport	9
Child Support	7
Circuit Court/Family Services	84
Clerk of Courts	3
Community Programs	77
Corporation Counsel	7
County Administrator	6
County Board	14
County Clerk	
District Attorney	1
Emergency Services	21
Finance	12
Highway	18
Human Resources	9
Information Systems	7
Library	1
Maintenance	3
Museum	1
Parks	11
Planning	58
Public Health	6
Real Property Listing	3
Register of Deeds	5
Sanitarian	32
Sheriff	45
Social Services	30
Soil & Water	18
Treasurer	6
Extension	3
Veterans	1
TOTAL	498

* Tables do not reflect ongoing cases from previous years.

2007 Annual Report
Door County Clerk's Office
Jill M. Lau, County Clerk

Mission Statement:

It is the objective of the County Clerk and her staff to go beyond the statutes in order to provide efficient, courteous service, in the most cost-effective manner possible, to county residents, the county board, municipalities and other units of government.

Summary of Responsibilities:

The Door County Clerk's office is a State Constitutional office, with the Clerk being elected by the people of Door County. The Clerk has both statutory and non-statutory responsibilities.

The County Clerk's Office issues marriage licenses, timber cutting permits, temporary car license plates, county boat launch permits for the Parks Department and distributes the State dog licenses to local Municipal Treasurers. The office compiles and distributes the Official County Directory for Door County, publishes the Property Valuation Statistical Report and the Proceedings of the Door County Board of Supervisors.

The County Clerk is the official clerk to the Door County Board of Supervisors; responsible for keeping the minutes, records and contracts for the Board and for publishing the minutes and ordinances in the newspaper. All County Board minutes, original resolutions and ordinances are on file in the Clerk's Office.

The office is the "information" system for the county and the public. The office handles the switchboard operations, directs the public to proper offices, answers numerous questions from the public, reserves meeting rooms for various committees and organizations, coordinates Youth Government Day, maintains the Fleet Vehicle reservations and manages the Mail Department.

The Door County Clerk is the chief election official for Door County; the office conducts all federal, state, county, local and school elections, in coordination with the municipalities and school districts, to insure that the State Statutes governing elections are carried through. The County Clerk's Office is responsible for programming elections, publishing legal notices, preparing ballots, tabulating results and ensuring the accuracy of all County-wide elections. This office utilizes the Statewide Voter Registration System (SVRS), a voter database system which enables the State of Wisconsin to comply with the Help America Vote Act, and provides SVRS service to 18 Door County municipalities.

Goals & Objectives Achieved in 2007:

2007 was as a year of transition; January 1st brought a new County Clerk after the retirement of an 18 year veteran County Clerk. Compliments received from the public and the many offices intertwined with the clerk's office recognized that the transition has been very positive.

Training

- ✓ Statewide Voter Registration System – County and Deputy Clerk
- ✓ Attendance at the Wisconsin County Clerk's Association Conferences
- ✓ Train the Trainer – allowed the County Clerk to train Door County Municipal Clerk's (a new state requirement – 2007)

SVRS

- ✓ Start of birthdate updating as required by the State – 15,579 persons
- ✓ Address range, road name (1,455 road names) and fire number updating and confirmation to ensure verification of correct district lines
- ✓ February and April 2007 Elections

Office

- ✓ Scanning of County Board Resolutions and Ordinances to allow easier public access via postings to the web
- ✓ Coordinated Youth Government Day
- ✓ Tested our preparedness in the event of failure of postage meter system
- ✓ Maintain an upbeat and positive office

Department Budget Status

Approved 2007 Budget	\$225,780	Actual 2007 Budget	\$163,038.19
2007 Levy appropriation	\$209,390	2006 Levy appropriation	\$202,339
2007 budgeted revenue	\$16,390	2007 Actual Revenue	\$15,619.08
		2006 Actual Revenue	\$27,191.71

Other Accomplishments

- ✓ Fielded and directed 6,000+ incoming phone calls
- ✓ Issued 214 marriage licenses
- ✓ Issued 311 temporary license plates

Issues, Concerns, Restraints

No issues, concerns or restraints out of the ordinary occurred in 2007.

Goals and Objectives for 2008:

- ✓ Continue updating birthdates, address ranges, road names and fire numbers in SVRS
- ✓ Additional training, as offered by the State, for SVRS
- ✓ Welcome and support of new County Board Supervisors
- ✓ Continue to strive to carryout statutorily required duties
- ✓ Training of Municipal Clerks
- ✓ Coordinate with Municipal Clerks for training of Poll Workers and Certified Chief Election Inspectors
- ✓ Continue scanning of prior years County Board Resolutions and Ordinances
- ✓ Inspire a positive atmosphere and help to continue the camaraderie throughout the Government Center
- ✓ Continue to serve the public in the most efficient and courteous manner



2007 Annual Report
Door County District Attorney's Office

Office Personnel:

District Attorney: Raymond L. Pelrine
Assistant District Attorney – Joan M. Korb
Sally Baudhuin – Administrative Secretary IV
Cathie Schroeder – Victim/Witness Coordinator
Lisa Mraz – Admin. II (Part-time)
Sally Hall – Admin. II
Lisa Giraud – Clerk Typist I

Summary of Responsibilities:

- Prosecute adult criminal cases occurring within Door County, including misdemeanors and felonies.
- Prosecute juvenile delinquency cases occurring within Door County or where juvenile resides in Door County, including misdemeanors and felonies.
- Prosecute child in need of protection and services (CHIPS) cases occurring within Door County or where juvenile resides in Door County, including cases of child neglect, child abuse, etc.
- Prosecute juvenile in need of protection and services (JIPS) cases occurring within Door County or where juvenile resides in Door County, including habitual truancy, uncontrollability, criminal law violations by child under age 10.
- Prosecute voluntary and involuntary termination of parental rights (TPR) cases occurring within Door County or where juvenile resides in Door County; there is also statutory authority for private individuals to commence voluntary and involuntary TPRs.
- Prosecute state and county civil law violations occurring within Door County, including traffic and non-traffic forfeitures initiated by Wisconsin State Patrol, Door County Sheriff's Department, and Wisconsin Department of Natural Resources; violations of Sturgeon Bay city ordinances, traffic and non-traffic, are prosecuted by the Sturgeon Bay City Attorney.
- Prosecute Open Meeting and Open Record violations.
- Perform special prosecutions as requested by other counties.
- Perform special investigative proceedings such as coroner's inquests and John Doe hearings.

Office Description:

- The position of District Attorney is a State Constitutional Office, per Article VI, Sec. 4 of the Wisconsin Constitution.
- Pursuant to ch. 978, Stats., Door County District Attorney is a full-time position; one of 71 District Attorneys across Wisconsin.
- Term of office: 4 years.
- Door County has a full-time District Attorney and one full-time Assistant District Attorney, a full-time Victim/Witness Coordinator, three full-time and one part-time legal support staff.
- Assistant District Attorney positions statewide are allocated based on caseload. The goal is to have a consistent caseload for each prosecutor whether they work in Door County, Forest County, Dane County or Milwaukee County. The reality is something else. There are, presently, about 325 prosecutors statewide. A recent independent analysis concluded that Wisconsin needs almost 50% more. Thankfully, Door County is not among the counties needing more prosecutor positions.
- The District Attorney and Assistant District Attorney are classified as state employees; with salaries and benefits paid by the State of Wisconsin. Support staff are paid by the County of Door..
- All prosecutors must be licensed to practice law in the State of Wisconsin; all prosecutors must perform 30 hours of continuing legal education every two years; credits typically earned during summer and winter DA conferences sponsored by Wisconsin Department of Justice; other seminars attended as determined necessary and/or beneficial to the position.
- Victim/Witness Coordinator attends a yearly continuing education conference.
- District Attorney support staff belong to the Criminal Law Agencies Support Staff Association (CLASS A) and attend its yearly conference on a staggered schedule. This conference unites the various staff members of District Attorney's Offices in the State of Wisconsin to increase their general and legal knowledge and overall effectiveness through the exchange of ideas, problems and solutions.

Case Statistics

Adult Criminal case filings: (excludes criminal traffic)	<u>2006</u> Misdemeanors: 318 Felonies: 161	<u>2007</u> Misdemeanors: 324 Felonies: 159
Adult Criminal Traffic case filings: (including OWI 2 nd or Greater)	<u>2006</u> 340	<u>2007</u> 258
Adult Non-Criminal Citation case filings: (including non-criminal traffic and non-Traffic forfeitures)	<u>2006</u> 4,917	<u>2007</u> 4,963
Juvenile Case Filings:	<u>2006</u>	<u>2007</u>
Delinquency/JIPS	57	56
CHIPS	6	9
TPR's	4	4
Witnesses Subpoenaed/Notified: (Officer and Non-Officer Witnesses)	<u>2006</u> 1,599	<u>2007</u> 1,341
Jury Trials:	<u>2006</u>	<u>2007</u>
Felony	3	4
Misdemeanor	0	1
Criminal Traffic	4	2

Collections

Worthless Check Restitution Collected &
Ordered by the Court:

2006

Paid Prior to
Court: \$15,717

Ordered by
Court: \$4,494

2007

Paid Prior to
Court: \$23,906

Ordered by
Court: \$14,107

Restitution Collected and Ordered:
(Excluding Worthless Checks)

2006

Collected: \$51,326
Ordered: \$230,890

2007

Collected: \$58,761
Ordered: \$143,290

Total Restitution Collected & Ordered:

2006

Collected: \$67,043
Ordered: \$235,384

2007

Collected: \$82,667
Ordered: \$157,397

DA Surcharges Collected:
(Newly Implemented in June - 06)

2006

Worthless
Checks: \$1,020

All other
cases: \$298

2007

Worthless
Checks: \$4,153

All other
cases: \$10,112

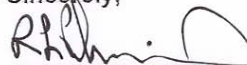
District Attorney Budget Status:

Approved Budget (expenses):	<u>2006</u> \$251,607	<u>2007</u> \$295,542
Budgeted Revenues:	\$35,510	\$50,998
Levy Appropriation:	\$216,097	\$244,544
Actual Budget (expenses)	\$272,992	\$286,227
Actual Revenues	\$36,969	\$48,826
Revenues over expenditures	\$29,392	\$7,143

Thank you:

On behalf of the office I extend my gratitude to the Law Enforcement Committee and all of you, the Door County Board of Supervisors, for your continued commitment and assistance to my office. If you should have any questions, please feel free to contact me.

Sincerely,



Raymond L. Pelrine
District Attorney, Door County

2007 ANNUAL REPORT
DOOR COUNTY EMERGENCY SERVICES DEPARTMENT
Richard Burress, Director

- A. **Mission Statement:** It is the mission of the Emergency Services Department to assure preparedness and response to everyday emergencies and county crisis situations.
- B. **Summary of Responsibilities:** Emergency Services of Door County has two principle responsibilities.
1. Emergency Services of Door County is responsible to provide basic and advanced life support, emergency 911 ambulance response to all of the mainland of Door County from three locations. In addition, we bill, receive and receipt monies for that service.
 2. Emergency Management, as part of Emergency Services, is responsible for the mitigation, planning, response, and recovery to natural and man-made disasters. This is accomplished through exercises, training and education.
- C. **Program Summary:**
1. Ambulance
 - Manage three locations of ambulance response.
 - Manage the collections and receipting of revenues received for service.
 - Provide oversight to the county first responder groups.
 2. Emergency Management
 - EMPG (Emergency Management Performance Grant) program: considered to be 2/6 of the workload of the EM Director. The main emphasis is preparedness, planning and education.
 - EPCRA (Emergency Planning and Community Right to Know Act) program: considered to be 1/6 of the EM Director and is responsible to the identification of hazardous materials(HS) and extremely hazardous materials (EHS) in our community and the pre-planning for the accidental release of those materials.
 - Grant administration: Numerous grants administered through Wisconsin Emergency Management and the Dept. of Homeland Security.
- D. **Goals / Objectives Achieved in 2007:**
1. Ambulance
 - Upgrade service protocols at all levels of care (first responder, EMT & paramedic).
 - Work toward the state's data collection requirements (WARDS).
 - Secure stable funding source for County EMS.
 - Attempt to find solutions for back-up ambulance calls.
 2. Emergency Management
 - Complete obligations of EMPG Plan of Work.
 - Work toward NIMS compliance.
 - Administer and closeout numerous grants.
 - Community education.
 - Disbursement of NOAA Weather Radios.
- E. **Knowledge Sharing 2007:** Paramedics and EMT's participated in a number of health fairs and community sponsored events. Paramedics assisted first responder groups as liaisons to facilitate the sharing of information. Emergency Management division has ongoing presentations to the public, county employees, businesses, and civic organizations on subjects that range from: personal preparedness, NOAA radios, terrorism prevention, tornado awareness and winter weather preparedness. Sales of NOAA radios continue. Continuity of Operations Planning (COOP) done with county departments and local businesses.

F. Department Budget Status

EMS

Approved 2007 Budget	\$1,986,226	Actual 2007 Budget	\$1,934,391
2007 Levy appropriation	\$1,109,396	2006 Levy appropriation	\$1,036,497
2007 budgeted revenue	\$878,830	2007 Actual Revenue	\$959,915 (includes \$262,000 from vehicle replacement fund)
		2006 Actual Revenue	\$697,917

Grants received for 2007: Act 102 \$8,076

EM/EPCRA

Approved 2007 Budget	\$37,381	Actual 2007 Budget	\$36,318
2007 Levy appropriation	\$6817	2006 Levy appropriation	\$9299
2007 budgeted revenue	\$30564	2007 Actual Revenue	\$30,564
		2006 Actual Revenue	\$31,427

Grants received for 2007:	EMPG	\$20,258
	EPCRA	\$10,306
	Interoperable Communications	\$57,150
	Computer Equipment	\$2,000
	Exercise	\$10,306

G. Other Accomplishments:

H. **Issues, concerns and Restraints:** As Director of the department, there are two issues I consider major that are facing our department.

1. The first is the ongoing concern of how to handle the second call. Again in 2007 we had requests for a second ambulance (when primary on-duty crew is on a call and paramedics come from home to cover the call) over 150 times. The problem is compounded by the lack of full-time paramedics living in the Sister Bay area. A possible permanent solution is to establish an additional full-time station in the Egg Harbor area. That fix does not come cheap. The building of a station is about \$750,000 and staffing of six full-time medics is at a cost of about \$450,000 annually. A temporary fix is the utilization of the summer EMT's. The program is significantly less expensive, but has had limited success. It's been difficult to find workers at what we are currently paying. This is even more challenging because there are not enough certified EMT's in Door County.
2. The second issue is regarding the work-load of the Emergency Management Director who is also charged with the duties of Administrative Assistant for the EMS division. It is increasingly more difficult to complete both sides of the work load (EMS vs. EMPG/EPCRA) with the obligations placed on Emergency Management by the state and feds. Grant funding has shown a steady increase since 2000 but there has not been an increase in the personnel hours associated with the position. The last two requests for an increase have been denied.

I. Goals and Objectives for 2008:

- To continue the search for answers to staffing the second call.
- Work toward NIMS compliance.
- Complete work on the Wisconsin Ambulance Data System (WARDS).
- Look for staffing solutions to the duties associated with the EMPG/EPCRA program.

2007 ANNUAL REPORT

DOOR COUNTY HIGHWAY DEPARTMENT

**Prepared by: John P. Kolodziej, PE
Highway Commissioner**

A. Mission Statement

The Highway Department is entrusted with the responsibility for developing, maintaining, and operating a safe and reliable transportation system in the County. It is the goal of the department to maintain the highest quality transportation system possible, with a major emphasis on safety and efficiency, and to reach this goal in a fiscally responsible manner.

The Department also serves as the responsible unit to ensure that the County is operating effective recycling management programs. The goal is to work with all local units of government to implement this program and provide a resource and distribute state grant funds for ongoing operation.

B. Summary of Responsibilities

The primary responsibility of the Highway Department is the ongoing maintenance, snow and ice control, design, and construction of the 295 mile system of County Trunk Highways. Working under contract to the State of Wisconsin Department of Transportation, services are provided to maintain 120 miles of State Trunk Highways and 2 (soon to be 3) lift bridges within the County. Working with local towns and villages the Department provides service to 640 of the 876 miles of local roads. This equates to 1055 miles or 2160 lane miles of maintenance responsibility.

In order to maintain this transportation system, the Department operates 3 shop facilities (Sturgeon Bay, Sister Bay, Brussels), 6 mines that produce an average of 105,000 cubic yards of material per year, a hot mix production plant that produces an average of 65,000 tons per year, 51 full time employees, trucking equipment, grading and construction, bridge maintenance and inspection, and roadway marking and signing.

Another major component of the operation is the procurement and disbursement of diesel and gasoline fuels to County and other governmental units. The Department purchases fuel on an annual basis to lock in a price, and then disburses the fuel to 26 other departments or agencies, with over 400 vehicles. A total of 4 fueling facilities are operated and maintained, Sturgeon Bay (2), Sister Bay, and Brussels.

The Department also is responsible for the Solid Waste Operation. This includes performing the ongoing maintenance and regulatory testing of the closed Door County Landfill, and also the statutory requirements as the responsible unit for recycling programs. The department works with all local units of government to ensure that effective recycling programs are in place to receive state grants for recycling efforts. The grant funds are redistributed to local governments based upon their prorated collection volumes to the total amount collected.

C/D. Program Summary and Goals/Objectives Achieved in 2007

1. Hot Mix Asphalt Operations

- Produced 47,900 tons of bituminous hot mix for paving projects on county, state and local roads.
- Conducted stack tests on air emissions to ensure that operations meet permitted regulations.
- Performed resurfacing on 16.62 miles of County Trunk Highways
- Performed resurfacing on 23.01 miles of Local roadways

2. Mining and Crushing Operations

- Produced 75,834 cubic yards of aggregates at 6 mines.
- Successfully closed and completed mine reclamation on the Larson Mine in the town of Liberty Grove.

3. Fuel Handling

- Procured and disbursed 258,973 gallons of diesel fuel at a cost of \$662,455 (\$2.558/gal.). The usage of diesel was 92 gallons more than in 2006.
- Procured and disbursed 129,133 gallons of gasoline at a cost of \$317,538 (2.459/gal.). The usage of gasoline was 112 gallons less than in 2006.

4. Construction and Maintenance

- Performed construction, snow and ice control, and routine maintenance for 1280 lane miles of local roads totaling \$3,066,295.
- Performed construction and routine maintenance work on 590 lane miles of county roads totaling \$3,625,482.
- Performed snow and ice control and routine maintenance on 290 lane miles of state highways totaling \$1,123,935.
- Construction work on County Highways included work on the following:
 1. 2.3 miles on CTH WD
 2. 2.22 miles on CTH CC
 3. 6.25 miles on CTH C
 4. 3.2 miles on CTH MM
 5. 1.5 miles on CTH EE
 6. 1.0 miles on CTH O
 7. 0.14 miles on CTH Q
 8. 6.5 miles chip seal projects

5. Equipment Maintenance Operations

- Maintained over 300 pieces of equipment with a total replacement value of over 16 million dollars. The Highway Department depends on quality equipment to make the transportation operations of the Department run smoothly and efficiently. The net revenue generated by the equipment charges produces the funding for all equipment purchases, therefore there is no tax levy for equipment owned by the Highway Department.
- Acquired new equipment at cost of \$633,540.

6. Safety and Training

- Conducted 2 department wide safety training days. One for Winter Snow and Ice Control and one for Federal Mine Safety and Health Administration guidelines.
- Sent 10 personnel to additional safety and operations training.

7. Snow and Ice Control

- During the 2007/2008-winter season approximately 3,573 tons of salt was applied to State Roads, and 3,280 tons was applied to County and Town roads.
- Snow and Ice control costs on County Highways totaled \$439,661.

8. Solid Waste Operations

- Worked with State and Local officials to ensure compliance for effective recycling programs.
- Door County residents involved in community sponsored programs recycled the following quantities: (The report for 2007 has not yet been compiled). In 2006 County property owners recycled 701 tons of newspaper, 194 tons of magazines, 771 tons of corrugated paper, and 655 tons of commingled aluminum, glass, and plastics.
- Secured \$98,004 in State Grants to offset costs for local communities who have effective recycling programs. Distributed these Grant Funds to 14 local governments who operated recycling programs that met program criteria.

9. State Bridge Operations

- Contracted with the WisDOT for bridgetending and routine maintenance for total charges of \$663,211.
- The Michigan Street Bridge was opened 2179 times for 5128 vessels.
- The Bayview Bridge was opened 631 times for 955 vessels.

10. Local Bridge Maintenance

- Coordinated biannual bridge inspection required for all local bridges.

E. Knowledge Sharing 2007

In 2007 the Highway Committee and Administration evaluated the Departments Hot Mix Operation with the feasibility of privatizing the Hot Mix Plant. This same process was done regarding the Departments crushing equipment and operations. The crushing operation study was completed in early 2008. Both studies concluded and received unanimous support from the Highway Committee for the Department to continue operating both a bituminous hot mix production plant and crushing operations.

The development and completion of an Operations Overview Survey was completed by the Department in 2007. This consisted of surveying the 11 counties in the WisDOT Northeast District for 38 separate benchmarks from their operations. These included items such as miles of roads serviced, number of winter snow routes, miles per snow route, department staffing levels, tax levy amount for county highway maintenance, tax levy per lane mile, etc. A copy of this survey is available by contacting the Department.

F. Department Budget Status

Approved 2007 Budget	3,818,255	Actual 2007 Budget	4,195,073 (1)
2007 Levy Appropriation	2,391,882	2006 Levy Appropriation	1,857,755
2007 Budgeted Revenue	1,426,373	2007 Actual Revenue	2,174,271 (1)
		2006 Actual Revenue	1,767,413

Note (1): The actual budget and revenue amounts are un-audited and include budgeted amounts for building and grounds. The 2007 financial report for the Highway Department has not been completed to date, final figures will be updated upon completion of the 2007 financials. The increase in actual revenue and actual budget for 2007 include charges for the Maple/Oregon Bridge, in which payments were processed through the Highway Department budget.

G. Other Accomplishments: No Additional comments.

H. Issues, Concerns and Restraints

Of major concern is the cost of labor, equipment and materials are rising faster than allowable increases in revenue. It is now to the point that government cannot afford to keep up with our infrastructure. We are at the point that we are falling behind in the level of service and upkeep of our roads and bridges.

In addition to rising costs, the Department has had to absorb statutory regulations. Some examples include high costs for wetland mitigation, stormwater and construction site erosion programs and permits, non-metallic mining reclamation plans and fees, mine safety training fees, commercial driver licensing testing fees, and a myriad of employee related training. These programs are administered as part of the Highway operations budget without the benefit of additional funding.

I. Goals and Objectives for 2008

- Resurfacing projects on County Highways H, EE, TT, XC, I, C, and DK. (17.65 Miles)
- Seal Coating on 4.5 miles of roadways
- Complete engineering and ROW acquisition on the Duval Road upgrade to county standards.
- Finalize upgrades to South (Brussels) Shop expansion project
- Construct new salt storage facility at North (Sister Bay) Shop
- Procure consultant for CTH S, STP Rural Program project.
- Complete new web page for County wide solid waste and recycling services
- Initiate first county wide electronics equipment collection and recycling program

Creating a safe and reliable transportation system not only for County roads, but as we are called upon by local officials and the State to service their roadways, is what the Department prides. We will continue to endeavor to provide these services in the most cost effective manner possible.

2007 ANNUAL REPORT
DOOR COUNTY
HUMAN RESOURCES DEPARTMENT
Kelly Hendee, Human Resource Director

DEPARTMENT DATA

Employees:	Name	Classification	
	Kelly Hendee	Human Resources Director	FT
	Heidiann Ullman	Administrative Assistant	FT
	Judy Klimek	Secretary/Receptionist	FT

Committee: Administrative Committee

Members: Charlie Most Jr. - Chairman
Leo Zipperer
Ken Fisher
Dan Austad
Merrell Runquist

Budget Information:	2007 Approved budget = \$237,086	Actual 2007 Budget = \$235,384
	2007 Levy appropriation= \$237,086 2006	Levy appropriation = \$242,290
	2007 Budgeted revenue = 0	2007 Actual revenue = 0
		2006 Actual revenue = 0

MISSION STATEMENT – HUMAN RESOURCES

Door County Human Resources Team is committed to providing innovative, practical human resource solutions that address business issues.

We do this by:

- Ensuring that employees of the Human Resources Department are given the tools, training and motivation to operate in the most efficient and effective manner.
- Promoting and recruiting the best qualified people recognizing and encouraging the value of diversity in the work place.
- Providing a competitive salary and benefit package and developing the full potential of our work force by providing training and development for career enhancement.
- Providing a work atmosphere that is safe, healthy and secure, and also conscious of long-term family and community goals.
- Establishing, administering and effectively communicating sound policies, rules and practices that treat employees with dignity and equality while maintaining compliance with employment and labor laws, County Board directives, and labor agreements.

SUMMARY OF RESPONSIBILITIES

Recruit and screen job applications, interview, recommend hires. Work with Civil Service Commission to create eligibility lists for Sherriff's Department to ensure filling future openings.

Direct and coordinate an employee position classification system. Review, and update job descriptions as necessary.

Directs and coordinates Employee Performance Planning and assist oversight committees and department heads on evaluation program.

Administer benefits.

Maintain and direct wage and salary programs for employees.

GOALS/OBJECTIVES ACHIEVED IN 2007

Provided resources for administering benefits, policies and procedures

Benefits:

2007 was the fourteenth year of the Section 125/129 Flexible Benefits Plan. The most recent statistics for the plan are for 2006. In 2006, the plan had 168 participants with employee contributions of \$147,912.88. The plan yielded an average tax savings per participant of \$264.13.

With help from the Horton Group, formerly known as Health Care Consultants, there was a successful switch to a new third party administrator, Auxiant. Human Resources staff worked with Auxiant through the last quarter of 2007 to assist in the transition from EBC to Auxiant. This provider should result in excellent customer service to our employees, while providing efficient and effective claims administration.

Recruitment and Selection:

Full and Part time Positions Recruited – 11FT; 4 PT (Excludes Library)

Applications Received - 194

Persons Interviewed - 43

Number of Applicants Tested - 3

Positions Filled Through Union Posting - 0

Civil Service Recruitment - 3: Applications Received - 46

Significant position recruitment efforts included the Interim Community Programs Director, Community Programs Director, Human Resources Director, Social Work Supervisor, Conservationist and recruitment to establish an eligibility list for the Sherriff's Department.

Classification & Compensation:

There were three (3) requests for employees to have their positions reclassified. Two (2) were granted and one (1) was denied.

There were four (4) requests for new positions that included two (2) full time in Social Services which were not recommended and two (2) limited term employees which were recommended for approval to fill.

Labor Relations

Bargaining: (a little history to date on where we are in regards to the contracts)

Negotiations for a successor agreement for all the bargaining units commenced in September 2004. The parties bargained through to mediation in 2005. Mediation with the Courthouse, Social Services, Highway and Emergency Services bargaining was not successful. Final offers for these four units were certified in April 2006. The parties agreed to a Voluntary Impasse Resolution Procedure for arbitration in which the issue of health insurance was to be decided separately from the other issues for each bargaining unit. The arbitration hearing was conducted on September 30, 2006. On December 19, 2006 the arbitrator rendered a decision that selected the union's health insurance proposal and selected the employer's proposal for the Highway bargaining unit and the union's proposal for the Courthouse bargaining unit. The Social Services and Emergency Services bargaining units settled without the need for a decision by the arbitrator.

The Sheriff's Deputy Association settled its 2005-2006 bargaining agreement in November 2006 which included an agreement that the bargaining unit would accept the health insurance proposal selected by the arbitrator for the other four bargaining units

In September and October of 2006 bargaining commenced for successor agreements with all five bargaining units. In November 2006 a sixth bargaining unit was formed through an election conducted by the Wisconsin Department of Employment Relations Commission at the request of the Community Programs professional and non professional employees. By agreement prior to the election, four administrative support employees of the Department of Community Programs were accreted into the Courthouse bargaining unit. Negotiations with all six bargaining units continued through the end of the year without settlement.

Throughout 2007 five of the bargaining units were able to ratify contracts leaving the Community Programs professional employees to work through just a few remaining issues. All contracts are now on the same calendar cycle expiring in 2013.

KNOWLEDGE SHARING 2007:

Information employee presentations were done on the High Deductible Health Plan.

Health Risk Assessments were conducted in September which was offered to all employees and their spouses. There were 173 employees & spouses that took advantage of this service provided and paid for by the employer and Human Resources coordinated the appointments.

ISSUES, CONCERNS AND RESTRAINTS:

Due to budget restraints the areas most affected in Human Resources are advertising, and training, not only of the Human Resources staff but all employees, especially supervisors. In an attempt to stay abreast of current and upcoming employment law changes that will have an impact on County government training dollars will remain to be a challenge.

2008 GOALS OF HUMAN RESOURCES

Make quality a part of the way we work.

Enhance our ability to support the County of Door and its goals.

Improve the efficiency and effectiveness of human resources.

Help make the County of Door a great place to work -- professionally and personally.

Recruit qualified individuals; Retain valuable employees

Training, development and education to promote individual success and increase overall value to the organization

The above summarizes the accomplishments and functions of the Human Resources Department for 2007. Should anyone have any questions about the Department's function and responsibilities, please don't hesitate to stop by my office or give me a call at 920/746-2305. Thank you.

2007 ANNUAL REPORT

DOOR COUNTY INFORMATION SYSTEMS DEPARTMENT

Tim Ullman, Director

1. **Mission Statement** - The Information Systems department is to develop, oversee, and coordinate all data processing and information management functions for Door County. Insure that adequate services are available to County Departments, insuring efficient and necessary use of data to render needed services to county departments and taxpayers.

Responsibilities Include:

- 1.1. Work with any county department (department head or staff) requesting service from the Information Systems Department involving the use or support of current computerized data or planned/projected uses. This involves thorough investigation of the actual job that needs to be automated and analyzing the hardware and/or software needed to meet the goals and objectives of the end user. All requests from county departments for computerization or data processing needs come through this department.
 - 1.2. Maintain existing systems. Ensure that data processing hardware and software continues to meet the needs of the users. Modify, rewrite, enhance, or upgrade software that no longer accomplishes these needs. The selection of software may also force hardware upgrades. Continue to supply requesting departments with computerization solutions, and respond to any hardware or software problem that arises.
 - 1.3. Design and Maintain the "Network" that interconnects all these systems. This includes the wiring infrastructure and electronic switches that are located in various buildings throughout the county.
 - 1.4. Try to keep abreast of current trends and solutions available to us to meet the needs of our users by using books, manuals, magazines, the internet, seminars, vendor specific user groups and classroom training. This is a very rapidly evolving field of work, with new software and hardware being developed and released monthly. It is also a time were dissemination of information via the Internet is becoming the norm or expectation of our constituents.
 - 1.5. Assist departments with dissemination of their specific information via the internet. Specific examples can be found at Door Counties official web sites:
 - 1.5.1. www.co.door.wi.gov – Basic DC departmental information, agendas and minutes.
 - 1.5.2. <http://map.co.door.wi.us> – ArcIMS implementation of the GIS system.
 - 1.5.3. <http://pubinfo.co.door.wi.us/hod> - Public menu system provided via the internet.
 - 1.6. Formal and informal training of end users if requested by a department or end user.
 - 1.7. Develop and manage an annual budget (computer hardware/software, telephone, GIS) for all County Departments that have requests. By doing so, the county has insight on technology costs as a whole or in granular departmental views. Attempt to perform the budget cycle in a fair and efficient manner across all departments based on both short term and long term planning.
2. **Geographic Information System(GIS)**-Provide mapping products, services, and expertise for Door County as requested by various departments and the general public.

Responsibilities Include:

- 2.1. House the Land Information Office (LIO) and the LIO coordinator. (Tom Haight) The LIO coordinator reports directly to the Information Systems Committee.
- 2.2. Function as technical support for those departments with computerized mapping equipment in place.
- 2.3. Provide to the public for a fee various data sets and technical expertise as requested.

- 2.4. Administer, coordinate, and/or review various departmental project activities with the mission of improving the County's methods of organizing, storing, integrating and disseminating the various types of land records information.
 - 2.5. Based on input from the departments, the public and the state, write/rewrite the Land Information Modernization plan every five years. The plan can be viewed at:
http://map.co.door.wi.us/Plan2005_LIM.pdf
 - 2.6. Monitor and administrate the grants that are available to Door County for Land Record modernization.
3. **Telecommunications**-Manage and respond to any requests, suggestions, or problems that may come up with the County Telephone System, Voice Mail system, Cellular phones, pagers and miscellaneous phone circuits.

Responsibilities Include:

- 3.1. Maintain and operate the Tapit telephone accounting system. Produce monthly reporting to all departments on their specific telecommunication costs.
 - 3.2. Project future communication budget needs of all departments based on current call data from the following vendors: Ameritech, CenturyTel, Verizon, AT&T and Cellcom.
 - 3.3. The negotiation of all long term telecommunication contracts for local, long distance and cellular service.
 - 3.4. Tasking also includes configuring new phones, changing configurations of current phones, trouble-shooting and repair of existing phones, and almost all associated telephone wiring. Our phone system supports analog phones, digital phones, modem lines, and fax lines - all installed and supported by this department.
4. **Electronic Security** - The department manager is entrusted the responsibility of County Security Officer (CSO) as it relates to information that is housed in various electronic systems. The manager via his subordinates and input from the departments ensures that digital data remains secure. This job ensures that there is ample protection of any digital data the department has control over, protects county data from any unauthorized access or manipulation, and serves as the major contact/liaison between most of the State of Wisconsin provided systems and the County of Door.

General Accomplishments / Goals / Objectives for 2007 by core area

❖ **Information Systems Department**

- Day to day, month to month and annual operations of the Door County Data Network
- Performed routine maintenance, backups, and log checking of the data network
- Continued System implementation and normalization at the new Justice Center
- Implementation of the new WI Traffic and Criminal Software (TRACS) for the Sheriff Department off of grant dollars
- Converted the Veterans office from Vetrex to the new Veterans Information Management System (VIMS)
- Planned and implemented the "Volunteer Propane Registry" system for Door County
- Configured two additional Network Attached Storage (NAS) devices to back up primary devices.
- Started conversion of forms software from ACOM to Elite
- Migrated the Microsoft Email Server to a larger server
- Coordinated and planned the move of the Alarm Antenna off of the old Public Safety building to the Government Center
- Programmed or patched multiple servers for the change in Daylight Savings Time (DST)
- Upgraded the Enterprise Imaging System (IMS/21)
- Worked with representatives from the Department of Community Programs to acquire a state of the art video conferencing system through available grant dollars.
- Migrated the County Internet connection from an AT&T 1.5Mb circuit to a Charter 10 Mb circuit

- Worked through an Intergovernmental agreement with the City of Sturgeon Bay School District to support off site tape back ups through the Charter Dark Fiber Network
- Started work on an Intergovernmental agreement with the City of Sturgeon Bay for technical support services for their PC network and all devices attached to it.
- Participated in the planning and re-planning process for the Government Center from an IS perspective. Met with Architect, electrical and low voltage wiring designer, departments and IS staff.
- Started the Government Center remodeling effort
 - Participated in the planning and re-planning process for the Government Center from an IS perspective. Met with Architect, electrical and low voltage wiring designer, departments and IS staff.
 - Moved remaining IS staff out of old offices
 - Moved Tom Haight back into the IS Department from Microfilm
 - Started and planned the move of the main IS Operations room at the Government Center to temporary location
 - Planned for temporary moves of individual departments.
 - Assisted in the demolition of the County Board room and its electronic components.
- Started work on a IS Disaster Recovery document
- Over the week of Thanksgiving, handled the catastrophic database failure of The Clinical Manager (TCM). Migrated valid copies of backed up data to the newer version of software.
- New Copier Printer roll out for UW Extension
- Various technology training as time allowed for IS staff
- Held several meetings and discussions with representatives from DCEDC, various fiber solution providers and Door County professional service providers in regard to a county wide Fiber to the Premise (More commonly called FTTX) solution for Door County. This culminated in the creation of a request for proposal (RFP) for a county wide FTTX solution.

❖ **Geographic Information System(GIS) / Land Information Office**

- Implementation of the County wide Pictometry project including aerial flyover, capture of digital data, installation of viewing software on multiple PC's throughout the county, training of end users and publication of data to multiple agencies throughout the County.
- Creation of a "Volunteer Propane Registry" web site for the public.
- Continued enhancements to the Door County Web Site that allows the public direct access to the enterprise imaging system via the land record index using a standard Internet connection
- Continued support for the legacy Host on Demand (HOD) method of connection to land records data.
- Installation and implementation of the E911 mapping in the Sheriff Dispatch area.
- Creation and implementation of departmental web sites hosted by the web based GIS server
- Continued updates to departmental web sites as information changed through out the year
- Handled mapping requests for the public and DC Departments as needed

❖ **Telecommunication Systems**

- Day to day, month to month and annual operations of the Door County Phone Network (Approximately 750 nodes)
- Per Resolution 2004-22 (Phones for Fiber agreement), continued to support the City of Sturgeon Bay as it relates to the use of the Door County phone system.
- Per Resolution 2006-91, brought the Sturgeon Bay Utilities on to the county phone system in 2007.
- Enhanced the cell phone reception at the Justice Center by installing a "Spot Cell" solution from Cellcom
- Moved billing to AT&T Converged billing format.

Department Budget Status:

Approved 2007 Budget	\$1,141,799.00	Actual 2007 Budget	\$1,273,716.00
2007 Levy appropriation	\$1,058,462.00	2006 Levy appropriation	\$1,169,591.00
2007 budgeted revenue	\$83,337.00	2007 Actual Revenue	\$139,009.00
		2006 Actual Revenue	\$220,222.00

Grants received for 2007:

- \$10,500.00 from Public Service through Department of Community Programs for Video Conferencing equipment.
- Estimated \$39,305.00 from Sheriff for State of WI TRACS implementation.

Issues, concerns and Restraints:

As the estimates for the remodeling of the Government Center came in, it was obvious that there would not be enough money left over from the 2002 bond to configure all spaces equitably. A concern is the removal of the audio visual system from the design of the new County Board Room as a part of the project. Wiring will be run to hook up any old equipment that can be reused. Any new equipment that is needed must be researched, ordered and installed by Door County personnel or a vendor of choice.

A restraint was the fact that the IS department is a limited resource, and yet the need for our services continues to grow. As new systems at the Justice Center came off their respective one year or three year anniversary dates from original build, the IS Department has taken on technical support. Much of the support was ongoing through the initial install and first year of operation. This includes such systems as the Court Video Conference system, building Video security system, WI TRACS system and additional Spillman modules for increased functionality.

Goals and Objectives for 2008:

- Continue to have fun in what we do by providing no shortage of technical challenge in a government environment.
- Continue to research Information Systems that will enable the County and City departments we support meet their ever shrinking budgets, yet provide the wealth of service we always have.
- Continue to spend the major part of the year maintaining a 500 node PC network, 750 node telephone network so that it remains highly available to all departments who depend on the network to function in a normal business day. This includes software and hardware upgrades as needed or budgeted, technical support, education and researching new technology that may be applicable.
- Survive and make it through the remodel effort at the Government Center with as little down time as possible for all systems while moving the three core server closets.
- Move the technology resources of the department(s) affected by the remodel effort, as smoothly and as quickly as possible based on the remodel schedule.
- Install upgraded network gear and wiring at the Government Center that will position the network to support the back end services needed by all departments.
- Install a highly available Storage Area Network (SAN) for Door County that will move us towards a virtualized storage space at both the Government Center and Justice Center.
- Upgrade our off site tape backup library.
- Attempt to complete a disaster recovery plan for the IS Department.
- Work through the entire RFP process for the Fiber to the Premise project.
- Start research on refreshing the Door County Web presence, and what we can do to make content management easier for all departments.
- Get IS staff out to technical training as needed.

2007 ANNUAL REPORT
COUNTY OF DOOR - DOOR COUNTY LIBRARY
Rebecca N. Berger, Director



Mission Statement

The mission of the Door County Library is to provide all County residents and visitors a comprehensive collection of materials in a variety of media that records human knowledge, ideas and culture; to organize these materials for ready access, and to offer guidance and encouragement in their use.

Summary of Responsibilities

The Door County Library....

- Procures, processes, organizes and shares book, media, periodical and online resources for circulation to the public.
- Answers reference questions in person, by phone, or via online databases and online chat sessions.
- Provides informational programs for adult and children's audiences.
- Provides access to library services at eight sites; Baileys Harbor, Egg Harbor, Ephraim, Fish Creek, Forestville, Sister Bay/Liberty Grove, Sturgeon Bay, and Washington Island.

Department Programs

Meeting Rooms – 3 meeting rooms at Sturgeon Bay open for community use.

Public Use Computers – 54 computers available county-wide. Wireless access at Baileys Harbor, Fish Creek, Sister Bay/Liberty Grove, Sturgeon Bay, and Washington Island.

InfoSoup – Online catalog which incorporates readers advisory and reference guidance. We belong to InfoSoup with 30 public libraries in northeastern Wisconsin.

Delivery – Library users may order a book from any InfoSoup library and it is delivered to the library of their choice.

Goals/Objections Achieved in 2007

- Updated all job classification descriptions.
- Held Summer Reading Program with 939 participants.
- Extended wireless access to Baileys Harbor, Fish Creek and Washington Island.
- Began “self check” service at Sturgeon Bay.
- Implemented new on-line acquisitions system.

Knowledge Sharing 2007

	<u># of Programs</u>	<u># of Attendees</u>
Adult Programs	116	1,247
Children Programs	<u>333</u>	<u>7,545</u>
	<u>449</u>	<u>8,792</u>

Department Budget Status

Approved 2007 Budget	1,443,426	Actual 2007 Budget	1,414,648
Carryover from 2006	1,015	2006 Levy appropriation	1,312,587
2007 Levy appropriation	1,349,585	2007 Actual Revenue	105,925
2007 budgeted revenue	93,841	2006 Actual Revenue	107,566

Grants

- Nicolet Federated Library System \$ 5,870
- Door Co. Library Foundation, Inc. \$ 1,000
- Friends of Door Co. Libraries \$ 9,902
- E-Rate \$ 2,354
- \$19,126**

Other Accomplishments

- Library Director served as Wisconsin Library Association's President
- Library Visits = 331,662
- Circulation = 353,695
- Public Computer Use = 60,634

Issues, Concerns and Restraints

InfoSoup is supported in large part by the Outagamie Waupaca Library System and the Nicolet Federated Library System. All of our InfoSoup delivery (including between Door County branches) is provided by NFLS. State budget issues may decrease the level of these services or require significant increases in our cost share.

Goals and Objectives for 2008

- Update Policy Manual
- Create Strategic Plan
- Participate in the Big Read
- Hire and train Adult Services Librarian
- Implement automated signup for public use computers
- Extend wireless access to Forestville, Egg Harbor and Ephraim
- Begin changeout to LED lighting in Miller Art Museum

2007 ANNUAL REPORT

DOOR COUNTY HISTORICAL MUSEUM

Maggie Weir, Curator

Mission Statement: Our mission is to preserve and promote Door County history. We do this through the use of educational displays and community outreach programs. Our displays are developed from donated artifacts and researched information.

Summary of Responsibilities:

- Create and maintain exhibits
- Organize and catalog the collection
- Fulfill requests and answer questions from the general public.
- Market the museum
- Provide programming for youth and adults

Goals/Objectives Achieved in 2007

Miniature rooms made by artist Woody Marceil were installed and electrified for exhibit.

Safety glass was installed in the museum's lower level, replacing much of the old glass that was used to create a street scene.

Many new artifacts, photographs and labels were added to exhibits, including Joseph Zettel's apple awards, local bank checks and souvenir matchbooks, a WWII painting of Millicent Pacey and Pleck's Dairy bottles.

New Treasure Hunt sheets were created for school groups, adding a category for younger children, ages four-seven.

A new museum website was developed with the aid of the Information Systems Department.

A surveying exhibit was developed for the 2007 and 2008 seasons in partnership with the Wisconsin Surveying Association.

Knowledge Sharing 2007:

We hosted many groups including Elderhostels, schools, Leadership Door County and Learning in Retirement.

We assisted the Door County Veterans Committee with research relating to the biographies of fallen veterans of the Civil War and Korean War.

We assisted the City of Sturgeon Bay with finding information for waterfront plaques relating to the waterfront history of sawmills, ice harvest, tourism, commercial fishing, fruit processing, PBI and Palmer Johnson's Inc.

We provided information and photographs for a number of publications including the Voyageur Magazine and Door County Living.

We collaborated with Door County Historical Resource Association for marketing and idea sharing.

Department Budget Status

Approved 2007 Budget	\$59,242.00	Actual 2007 Budget	\$49,616.00
2007 Levy Appropriation	\$59,242.00	2006 Levy Appropriation	\$59,242.00
2007 budgeted revenue	-0-	2007 Actual Revenue	-0-
		2006 Actual Revenue	-0-

Donations received:

The museum received donations from the public in the amount of \$6,940.93.

Goals and Objectives for 2008:

Our goals for 2008 include upgrading exhibits, finding additional opportunities for community outreach and improving our educational programming for children and adults.

2007 ANNUAL REPORT
DOOR COUNTY PLANNING DEPARTMENT
Mariah Goode, Planning Director

April 1, 2008

A. Mission Statement.

The Door County Planning Department does not have a formal mission statement. We do, however, have various policies and procedures in place as well as an overall departmental work ethic that guides our activities: We strive to effectively and efficiently administer the programs under our jurisdiction; to be efficient, accurate, courteous, helpful, knowledgeable, and timely in our work with our customers; and to ensure our activities are coordinated with the work of other local and state agencies and organizations with which we interact.

B. Summary of Responsibilities.

The primary responsibilities of the Door County Planning Department staff are to administer the county-level planning program and to administer and enforce county-level land use management ordinances such as zoning, land division, floodplain zoning, and others. The department has eleven staff members, nine full-time and two part-time (one at .9FTE and one at .4FTE).

C. Program Summary.

Zoning Ordinance Administration: Administered and enforced by the staff of the Door County Planning Department, the Door County Board of Supervisors' Resource Planning Committee, and the county board-appointed Board of Adjustment, the Door County Zoning Ordinance is in effect in all areas of the Towns of Washington, Liberty Grove, Gibraltar, Baileys Harbor, Jacksonport, Sevastopol, Sturgeon Bay, and Clay Banks, and, per state statute, in the shoreland areas of the Towns of Egg Harbor, Nasewaupee, Gardner, Brussels, Forestville, and Union.

Land Division Ordinance Administration: Administered and enforced by the Planning Department staff and the Door County Board of Supervisors' Resource Planning Committee, the Door County Land Division Ordinance is in effect in all fourteen towns, regardless of whether or not the town is under county zoning.

Other Ordinance Administration: Planning Department zoning administration staff members and, in certain cases, the Resource Planning Committee, also administer and enforce several other county ordinances: 1) the Door County Floodplain Zoning Ordinance, in effect per state statute in all fourteen towns; 2) the Door County Telecommunications Tower Ordinance, also in effect in all 14 towns; 3) the Door County Wind Energy Facility Ordinance, in effect in all 14 towns; and 4) the Door County Height Limitation Zoning Ordinance, in effect in areas surrounding the Door County Cherryland Airport.

Planning Programs: Door County Planning Department planning staff members are responsible for the development and implementation of comprehensive and other land use-related plans. Currently, staff members are working on updating the county's comprehensive plan so as to comply with Wisconsin's "Smart Growth" legislation. Planning staff also organize or participate in a variety of educational and information-sharing programs.

Addressing and Mapping Programs: The Planning Department GIS Addressing/Zoning Specialist and Mapping Technician administer and enforce the rural road naming and numbering (addressing) program, the primary purpose of which is to better identify properties in order to enhance emergency response capability. The Mapping Technician is also responsible for creating a variety of maps for zoning and planning purposes for county staff as well as local residents and property owners.

D. Goals / Objectives Achieved in 2007.

While the Planning Department did not have a set list of specific goals and objectives for 2007, department staff members did have many accomplishments during the year.

Zoning Ordinance Administration

The Planning Department's four Zoning Administrators – Senior Zoning Administrator Sautebin and Zoning Administrators II Brauer, Miller, and VandenLangenberg – and administrative staff members – Administrative Assistant III Kasten, Clerk Typist II Birmingham, and Clerk Typist I Neinas – process all regular zoning permit applications submitted to the county, as well as conditional use permit applications which eventually go to the Resource Planning Committee for public hearing and approval or disapproval. Zoning ordinance administration constitutes the majority of the work of the Zoning Administrators and administrative staff. The chart below shows regular zoning and conditional use permit issuance activity for the past five years. (Note: If you wish to see zoning ordinance permit information at the town level, please contact the Planning Department at (920) 746-2323.)

Permit Issuance Statistics

	2007	2006	2005	2004	2003
Regular zoning permits	682	725	696	829	822
Conditional use permits	22	15	15	26	23

The Zoning Administrators and administrative staff members also process the paperwork for petitions for variance from the Door County Zoning Ordinance, appeals of either Resource Planning Committee or Zoning Administrator decisions, and petitions for text or map amendments to the zoning ordinance. The public hearings at which decisions are made regarding variances and appeals are held by the Door County Board of Adjustment. Public hearings regarding text or map amendments are conducted by the Resource Planning Committee, with the County Board making the final determinations regarding such petitions. The chart below shows activity levels for all of these hearings for the past five years.

Variance, Appeal, and Amendment Petitions (Number of Hearings)

		APPEALS		AMENDMENTS	
YEAR	VARIANCES	RPC DECISIONS	ZA DECISIONS	TEXT	MAP
2007	34	1*	2	2	7
2006	35	0	0	2	11
2005	36	3	0	2	20
2004	49	2	0	12	10
2003	33	1	1	1	13

*Appeal ruling of Formal Site Plan Review

Land Division Ordinance Administration

The four Zoning Administrators process all applications related to land divisions, such work constituting a significant portion of their time. Minor land divisions are reviewed by staff only; major land divisions are reviewed first by staff and then reviewed and approved or disapproved by the Resource Planning Committee at regular business meetings. The chart below shows the number and types of land divisions processed each year for the past five years and the resultant number of new lots created. (For information at the town level, please contact the Planning Department at (920) 746-2323.)

Land Divisions Processed and Lots Created, By Year

Year	Minor Land Divisions		Major Land Divisions	
	# of CSMs	# of Lots Created	# of Plats	# of Lots Created
2007	82	182	1	9
2006	102	223	2	31
2005	121	269	1	8
2004	161	379	11	96
2003	141	270	15	158

Note: A Minor Land Division – or Certified Survey Map (CSM) – is a division of land whereby 4 or fewer new lots of 10 acres or less in area are created. A Major Land Division – or plat – is a division of land whereby more than 4 new lots of 10 acres or less in area are created.

Other Ordinance Administration

Numerous amendments to the Telecommunications Tower Ordinance were recommended by Zoning Administrator VandenLangenberg to make the ordinance consistent; the Resource Planning Committee sponsored and County Board ultimately adopted those amendments.

The Federal Emergency Management Agency (FEMA) has been working to update the county's floodplain maps. GIS Addressing/Zoning Specialist Pollock reviewed those maps and submitted over 575 corrections (primarily regarding road and stream names) to FEMA.

Planner II Kerwin re-researched/wrote the county's Wind Energy System Ordinance over the course of many months and meetings. The Resource Planning Committee sponsored and the County Board ultimately adopted the new Wind Energy Facility Ordinance in January 2008.

Planning Programs

Most planning work conducted by department Planners (Director Goode and Planner II Kerwin) involved development of the county's new "Smart Growth" comprehensive plan. (Note: All documents regarding the county plan development may be found on the department's website, <http://map.co.door.wi.us/planning/>.) Accomplishments with regard to that project include:

- Establishment of an ad hoc Core Planning Committee by the County Board of Supervisors to oversee the plan development.
- Three county-wide visioning meetings (a fourth was previously held in 2006), resulting in a draft vision statement to guide plan development.
- Comparison of completed local municipal plans to ensure awareness of existing community goals and to identify any potential conflicts.
- Completion – and municipal approval of – current municipal land use maps.
- Work with Bay-Lake Regional Planning Commission on the county Resource Report.
- Organization of "work groups" comprised of local residents and agency representatives that will help develop county plan goals.

Planner II Kerwin also worked in 2007 with the Sanitarian's Department to finalize creation of a sanitary service map showing all parcels in the county served by sewer.

Planning staff continued in 2007, as begun in 2006, to hold quarterly educational/discussion meetings in conjunction with UW-Extension staff for local municipal board and plan commission members regarding a variety of planning and zoning topics. Meetings were very well attended.

Addressing and Mapping Programs

Note: Mapping Technician Forslund shifted from .7FTE to .9FTE on January 1, 2007.

In spring of 2007, the Door County Voluntary Propane System Registry was established, with the Planning Department named as administrating agency. Planning Department staff members coordinate these activities (to date, very minimal) with Information Systems Department staff.

Planning Department staff members GIS Addressing/Zoning Specialist Pollock and Planner II Kerwin re-wrote the Addressing Program Manual, adopted by the County Board in June.

Pollock also worked with Village of Sister Bay officials to help them implement their new addressing program, which is based on the county numbering system.

E. Knowledge Sharing.

All eleven staff members of the Planning Department are constantly sharing knowledge, namely with:

- Each other
- Other county departments
- Local public and private agencies and organizations with which we interact
- Regional, state, and federal public and private agencies and organizations with which we interact
- Local residents and property owners
- Local elected and appointed officials
- Local real estate agents, developers, surveyors, and builders. (As much as 25-30% of the Zoning Administrators' and administrative staff members' time is spent assisting buyers and real estate agents with zoning and general property information.)

In addition, our website provides all ordinances, application forms, and comprehensive planning program information to anyone accessing the site. It is frequently updated.

All planning and zoning staff attend various environmental and political agencies' meetings as requested for presentations and discussions. All zoning staff members also regularly attend regional conferences and meetings with other county code administrators.

Planners Goode and Kerwin are specifically involved in many knowledge-sharing activities:

- The educational/discussion programs held with UWEX for local officials, noted above.
- The local Natural Areas Group, an informal discussion group comprised of public and private entities involved in land management and conservation activities in the county.
- Local organizations working on affordable housing issues, namely Door County Economic Development Corporation and Habitat For Humanity.
- The Door County Transportation Consortium.
- Bay-Lake Regional Planning Commission (Director Goode is a commission member).

F. Department Budget Status.

	Expenses	Revenues	Levy appropriation
2007 Adopted	\$ 774,097.00	\$ 152,000.00	\$ 622,097.00
2007 Amended*	\$ 817,756.39	<i>(same as adopted)</i>	
2007 Actual	\$ 759,202.22	\$ 130,893.10	\$ 628,309.12
2006 Adopted	\$ 763,906.00	\$ 154,355.00	\$ 609,551.00
2006 Amended**	\$ 800,933.07	<i>(same as adopted)</i>	
2006 Actual	\$ 757,173.54	\$ 129,842.05	\$ 627,331.49

* The difference between the adopted and amended budgets in 2007 was primarily due to carry-forwards for the Address Program non-lapsing account (\$22,650.49) and the Professional Services and Consulting accounts (\$20,000 total, put toward the development of the county Smart Growth plan).

** The difference between the adopted and amended budgets in 2006 was primarily due to the carry-forward for the Address Program non-lapsing account (\$33,396.07).

No grants were received in 2007.

G. Other Accomplishments.

All notable accomplishments of the Planning Department for 2007 are described above.

H. Issues, Concerns, and Restraints.

The Planning Department did not face any out-of-the-ordinary issues, concerns, or restraints in the year 2007, other than the time-consuming designing and planning for our unexpected relocation within the Government Center.

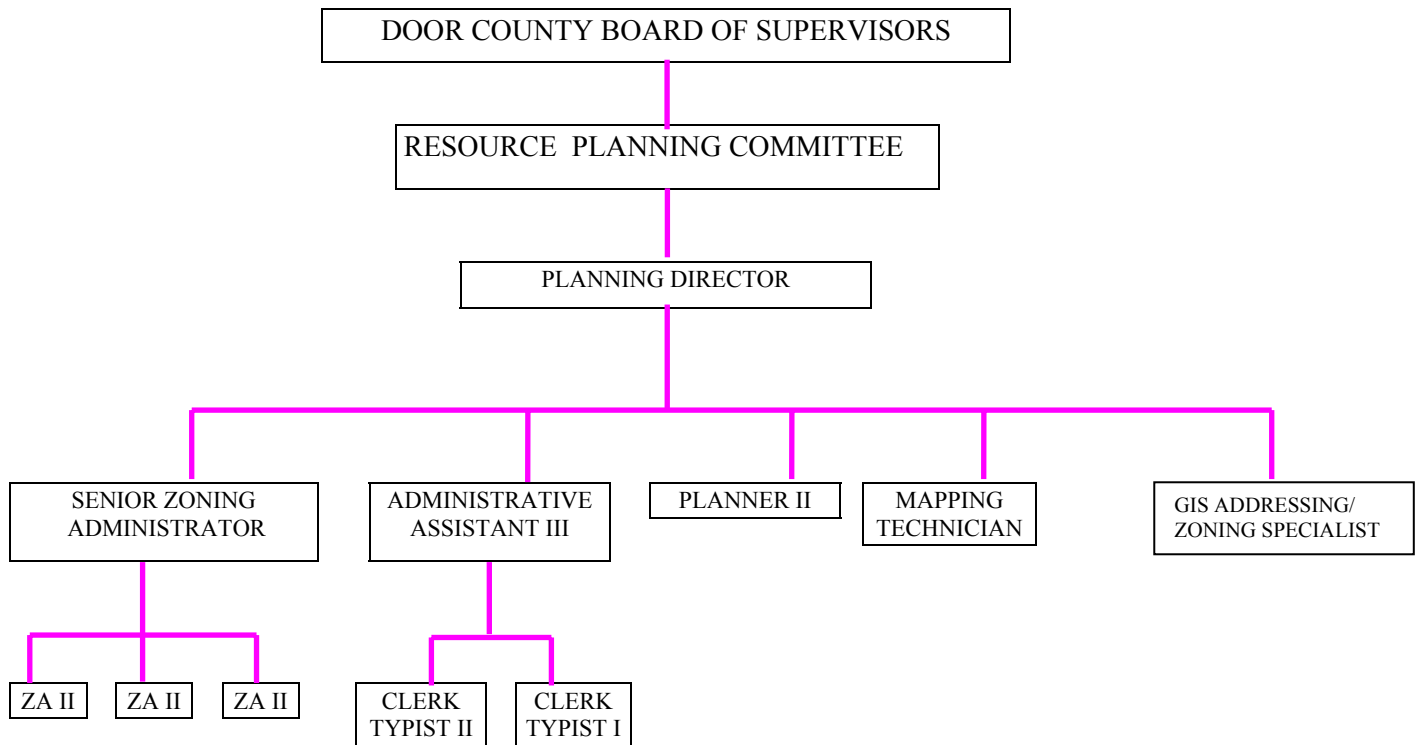
I. Goals and Objectives for 2008.

In 2008, Planning Department staff members shall:

- Continue to effectively and efficiently administer the ordinances and programs under our jurisdiction.
- Continue identifying and drafting needed ordinance amendments – particularly zoning and land division – for Resource Planning Committee sponsorship.
- Complete – and hold public “open house” meetings regarding – a final draft of the county comprehensive plan.

**ORGANIZATIONAL STRUCTURE OF THE
DOOR COUNTY PLANNING DEPARTMENT**

As of December 31, 2007



DEPARTMENT STAFF

Mariah K. Goode
David W. Sautebin
Richard D. Brauer
Kay E. Miller
Susan Vanden Langenberg
Rebecca Kerwin
Jeanne M. Kasten
Wendy Birmingham
Kenneth J. Pollock
Ruth A. Neinas
Audrey A. Forslund

Planning Director
Senior Zoning Administrator
Zoning Administrator II
Zoning Administrator II
Zoning Administrator II
Planner II
Administrative Assistant III
Clerk Typist II
GIS Addressing/Zoning Specialist
Clerk Typist I (.4 FTE)
Mapping Technician (.9 FTE)

2007 ANNUAL REPORT
DOOR COUNTY PUBLIC HEALTH DEPARTMENT
Rhonda Kolberg, Director / Public Health Officer

- A. **Mission Statement:** The Mission of the Door County Public Health Department is to provide and coordinate services to create a healthy future for all Door County residents.
- B. **Summary of Responsibilities:** The Public Health Department is statutorily responsible for the core functions of assessment of the community's health, policy development, and assurance that services are provided to ensure the health of the community. The Public Health Department works collaboratively with the State Division of Public Health, Department of Health and Family Services.

C. **Program Summary:**

Maternal and Child Health: Immunization clinics, home visits by public health nurses, Women, Infants & Children's Program (WIC), Prenatal Care Coordination, Child Alert Program, Childhood Lead Poisoning Prevention Program, Vision & Hearing Screening Program, Tobacco education & control resources

Environmental Health: Community Household Sharps Collection Program, Animal bite investigation & rabies follow-up, Beach Testing & Monitoring of 33 public beaches, enforcement of laws & regulations that protect & insure safety, Education & Resource referral, Water Testing Program for new parents

Adult Health: Blood Pressure Screening Clinics, Cholesterol Screening for adults, Worksite Health Promotion, Flu Vaccine administration, Tetanus Boosters, WI Well Woman Program, Home Visits

Emergency Preparedness Planning: Planning as a member of the Bioterrorism Consortium of Lake Michigan (BCOLM), development of emergency response plans, preventing secondary public health emergencies after disasters, community outreach and education

Communicable Disease Follow-up, Investigation, and Control: Contagious disease outbreak control, preventing the spread of infectious disease, providing laboratory testing from State Lab of Hygiene, investigating reports of communicable disease

D. **Goals / Objectives Achieved in 2007:**

- Investigated and controlled a large-scale communicable disease outbreak of norovirus at a restaurant with 257 ill individuals (239 patrons and 18 employees) reporting illness. Worked collaboratively to determine the cause of the outbreak to prevent further spread, with the Soil and Water Conservation Department, Sanitarian's Department, WI DNR, WI Division of Public Health, UW-Oshkosh Microbiology Department, Marshfield Clinic Research Foundation, County GIS Department, University of Minnesota, US Geological Survey, WI State Lab of Hygiene, the Door County Memorial Hospital, and local clinics.

- Worked collaboratively with the Soil and Water Conservation Department, UW-Oshkosh, and the DNR to ensure the smooth operation of the Beach Monitoring Program of 33 public beaches.
- Provided a total of 8246 vaccinations to children and adults through our immunization clinics.
- Purchased, installed, and developed policies for the use of three Automated External Defibrillators (AED's) (1 on each floor) at the County Government Center. Trained Health Department staff and 22 county employees in use of the AED. Monitored and maintained these monthly.
- Planned, designed, and implemented a successful Tabletop and a Functional Exercise regarding Pandemic Influenza in Door County in collaboration with the Northeast Region of Wisconsin.
- Implemented department-wide training program for Public Health in Emergency Preparedness with particular attention to Incident Command System (ICS) and National Incident Management System (NIMS).
- Collaborated with State Division of Health and Family Services to bring on-going training and consultation to Social Services and Community Programs staff regarding planning for emergencies for special needs populations.
- Obtained and utilized a March of Dimes Grant to provide education to high risk-pregnant women and first-time Door County parents. Materials were purchased to provide an evidence-based educational program to improve birth outcomes and increase parenting skills in this population.

E. Knowledge Sharing 2007:

Educational presentations and community outreach regarding the following topics were provided in 2007:

- West Nile Virus
- Pandemic Influenza
- Babysitting Issues
- Immunization Information
- Methicillin-Resistant Staphylococcus Aureus (MRSA)
- Emergency Preparedness
- Water Quality Issues
- Infectious Disease Issues
- Prenatal and Postpartum Education for Women
- Infant Care
- First Aid
- AED Education
- Child Alert Program
- Nutrition Education
- Diabetes Information
- Tobacco Information

F. Department Budget Status

Approved 2007 Budget	\$993,497	Actual 2007 Budget	\$988,198
2007 Levy appropriation	\$666,082	2006 Levy appropriation	\$644,841
2007 budgeted revenue	\$327,415	2007 Actual Revenue	\$324,530
		2006 Actual Revenue	\$114,954

Grants received for 2007: \$248,099.

G. Other Accomplishments:

- Provided education and information to the community regarding prevention of West Nile Virus in Door County.
- Worked with Bellin College of Nursing, UW-Green Bay, and NWTC to provide experience to LPN and RN nursing students for community health clinical rotation.
- Provided 814 Public Health Nursing visits to individuals in Door County, including prenatal and postpartum visits.
- Maintained an average monthly caseload of 422 clients for WIC Program.
- Investigated 105 cases of reportable communicable diseases including sexually transmitted diseases.
- Conducted a smoke-free homes initiative at the Door County Public Health Department's WIC and Immunization Programs. Received signed written pledges from 131 families promising to keep their homes smoke free. Entered those families in a drawing for a child-sized quilt that was designed and crafted by staff from the Door County Public Health Department. A winner was chosen and a photo and brief story was submitted to the Door County Advocate.
- Screened 108 women through the Well Woman Program.
- Screened 32 women, aged 16-44 years, for postpartum depression, with necessary referral and follow-up services.
- Updated emergency medical information form for the Child Alert Program for 25 children, addressing their special health care needs.
- Provided education to families and tested 357 children for blood lead, with no elevated lead levels detected.

H. Issues, concerns and Restraints:

The norovirus outbreak in June of 2007 was a large-scale outbreak that challenged and stressed the resources of the entire department. Health Department staff worked very diligently to make sure that this outbreak was halted, and further illnesses were prevented. While staff worked to control this event, all other duties and responsibilities continued. It is to the credit of this very dedicated group of individuals that our department was able to manage, competently, all of these competing duties and responsibilities.

I. Goals and Objectives for 2008:

- Continue to monitor and investigate communicable disease in the community.
- Continue to implement the Beach monitoring program, working collaboratively with UW-Oshkosh, the DNR, and the Soil and Water Conservation Department.
- Continue to utilize digital imaging program for department files.
- Educate community regarding emergency preparedness for families according to public health preparedness goals and objectives.
- Continue to keep staff updated on current communicable disease issues, such as the emergence of community-acquired MRSA or methicillin resistant *Staphylococcus aureus*, which has been reported in Door County.
- Continue to provide a high quality immunization program for the community.

2007 Annual Report

Door County Real Property Listing Department

Holly Hansen, Real Property Lister

Mission Statement: Provide accurate ownership, description information and maps for all parcels of real estate in Door County.

Summary of Responsibilities

Maintain current computer records of property owner's name, mailing address, location address of property, legal description, document numbers, land class codes, district codes, parcel history, acres, map page numbers, condominium or plat codes, assessed values, mill rates, special assessments and taxes on all real estate and personal property parcels in Door County. Print all state mandated reports, assessor work rolls, assessment and split labels, notices of assessments, assessment rolls, tax rolls and tax bills for all 19 municipalities. Budget and oversee the monumentation program as well as file all tie sheets and GPS control data for all section corners. Image and file all plat of surveys done by registered land surveyors of parcels of land in the county. Maintain all tax parcel maps of parcels of real estate and update county web map with new data as it pertains to the real estate parcels.

2007 Program Summary

Monumentation Program – Recovery, Relocation and monumentation of public land survey corners

Goals/Objectives Achieved in 2007

- Scanned over half of the plat of surveys creating images and linking to parcel data (20,000 plat of surveys on file)

2007 Knowledge Sharing

- Data entered and maintained by our department is shared with all internal departments as well as put out on the county land records and web map sites for the public to utilize
- Work with municipal assessors in keeping assessment data up to date

2007 Budget Status

Approved 2007 Budget	\$167,758	Actual 2007 Budget	\$167,405.25
2007 Levy appropriation	\$158,958	2006 Levy appropriation	\$133,752
2007 budgeted revenue	\$8,800	2007 Actual Revenue	\$10,483.69
		2006 Actual Revenue	\$12,178.49

Issues, Concerns and Restraints

- With the slowing of the real estate market it has cut down on our workload. Sales in 2007 were 15% down from 2006 and new parcels were 40% down from 2006. This has effected not only our department but also other departments and the people we do business with.

Goals and Objectives for 2008

- Finish back scanning plat of surveys and linking to parcel data
- Put images of plat of surveys out on Internet for public

2007 ANNUAL REPORT
DOOR COUNTY REGISTER OF DEEDS DEPARTMENT
Carey Petersilka, Register of Deeds

Mission Statement:

- ❖ To provide the official county repository for:
 1. Real estate records (deeds, land contracts, mortgages, etc.)
 2. Personal property records (UCC real estate fixture filings)
 3. Vital records (birth, death, marriage, and military discharges)
- ❖ To provide safe archival storage and convenient access to these public records.
- ❖ To implement statutory changes, system modernization, program and procedure evaluation and staff development to assure a high level of timely service for our citizen-customers.

Summary of Responsibilities:

- ❖ Filing and recording of various legal documents including deeds, mortgages and other documents pertaining to real estate.
- ❖ Recording of such documents gives constructive notice to the public on how title is held and determines whether property is encumbered or not.
- ❖ Maintain various database indexes of recorded documents and filed documents such as plats, certified survey maps and condominium plats.
- ❖ Optical imaging of documents which have been recorded or filed, enables the public to view and retrieve copies.
- ❖ Certified copies of Birth, Death, Marriage and Military Discharges can be obtained from this office.
- ❖ Copies of recorded documents and Certified Copies of vital records can be obtained with the use of a credit card via internet order.
- ❖ All duties and fees are set per Wisconsin State Statute.
- ❖ Ownership of rights in and claims on property constitute one of the chief forms of wealth in American society. Accurate descriptions of property help society avoid wasteful battles over boundaries and rights. Records of the existence and exact nature of those rights are keys to orderly economic activity relating to that property. The Register of Deeds is able to tell who, what, and when about property. This function is extremely important.
- ❖ Local government property tax base is defined from records of the ROD.
- ❖ The responsibilities of the office are set forth in the Wisconsin Statutes. The Register of Deeds serves a statewide purpose, although elected at the county level.

Goals and Objectives Achieved in 2007:

- Implemented online access to recorded documents using an escrow account.
- Worked thru the accounting and procedures needed to implement the increase of vital record fees required by the State budget bill.
- Continue to work on back scanning of recorded documents for accessibility to the public.
- Continue to index vital records to begin scanning.
- Completed scanning of all Certified Survey Maps for accessibility to the public.

Knowledge Sharing 2007:

Youth in Government Day – May 7, 2007

Escrow Accounts offered for business's or individual's to view/print real estate documents recorded in our office.

Capabilities to scan and e-mail requested real estate documents ordered with same day service.

Department Budget Status:

Approved 2007 Budget	\$260,164.00	Actual 2007 Budget	\$253,649.50
2007 Levy appropriation	\$(149,836.00)	2006 Levy appropriation	\$(145,412.04)
2007 budgeted revenue	\$410,000.00	2007 Actual Revenue	\$362,515.90
		2006 Actual Revenue	\$444,979.72

Other Accomplishments:

The Register of Deeds team members processed a total of 11,350 recorded documents in 2007, which accounts for approximately 46,629 pages of new images.

- Filed 399 new marriage records, 310 new death records and 234 new birth records.
- Issued a total of 5,374 certified copies of vital records, which includes Military Discharges.

Issues, concerns and restraints:

The economy as with many offices is a direct concern for the Register of Deeds office. With the housing market at its lowest, we have seen a decline in recordings, which results in reduced revenues. We have several side projects that are being accomplished until we see a turn in the market.

Goals and Objectives for 2008

- Continue to index vital records with a goal of implementing the scanning portion of these records.
- Continue back scanning real estate records to provide more information to our online customers.
- Customer service is very important to this office. In order to maintain and improve our customer service we will continue to empower our staff by communicating the information they need to meet our customer's questions and concerns.

“Few Things Must Last as Long as County Records”

2007 ANNUAL REPORT

DOOR COUNTY SANITARIAN'S DEPARTMENT

Mission Statement To provide environmental services to the property owners, citizens and visitors of Door County. Strive to protect the ground and surface waters of the state via providing treatment of on-site wastewater systems in unsewered area of the county. Protect the health through administration, education, and enforcement of public health codes and ordinances. Respond to environmental health concerns and complaints in a professional manner and take appropriate action to abate the health hazard or nuisance in a timely manner.



Summary of Responsibilities

- Administer, enforce, and provide education on private on-site wastewater treatment systems.
- Conduct on-site investigations of soil reports and prepare reports and recommendations to property owners and soil evaluators.
- Inspect on-site waste treatment system at time of installation.
- Determine if existing private on-site wastewater treatment systems meet the statutory criteria of a failing system and issue orders for replacement
- Maintain and enforce requirements for the long term maintenance of POWTS system installed to provide proper operation and protection of groundwater and surface water sources.
- Investigate health nuisances and respond to complaints and concerns of impacts on the public in rural and developed areas of the county. Issue orders and take enforcement measures as necessary.
- Provide reports and updates to the Board of Health on activities, permits, sanitary surveys, complaints, and litigation of the department.
- Abate human health hazards. Document conditions which could result in sickness or death if exposure to the substance, activity or condition is not abated. Respond with appropriate action.
- Provide inter-departmental cooperation to expedite permits of buildings permits of building project for property owners and their agents.

2007 Sanitarian's Department Program Summary

Door County Code Chapter 21-Private On-Site Wastewater Treatment System - The purpose of this chapter is to establish minimum standards and criteria for the design, installation, inspection and management of a private on-site wastewater treatment system so that the system is safe and will protect public health and the waters of the state.

Wisconsin Administrative Code Chapter Comm. 87-Private Sewage System Replacement or Rehabilitation Grant Program – This chapter provides for implementation and administrative of a financial assistance program to replace or rehabilitate failing private sewage systems.

Door County Code Chapter 31.39-Nuisance – Investigate concerns, complaints of health nuisances such as solid waste, abandoned structures, unsafe, unsanitary structures offered for rent for the purpose of human habitation.

Comprehensive Sanitary Survey – Inspect existing private on-site wastewater systems in environmentally sensitive areas to identify failing POWTS in bedrock, zones of saturation, seasonal high groundwater, and discharge to the ground surface.

Steel Septic, Pump, and Holding Tanks Inspections – Locate existing steel tanks and determine via camera, pumping records, visual probing, and observation of leaking tanks, ordering their replacement.

Door County Code Chapter 21.03E (a) (a) 2. Have existing POWTS evaluated prior to sale, transfer or conveyance of property ownership, to find existing failing POWTS and order their replacement within one year.

Environmental Health Hazards – Interdepartmental memo of understanding with the Door County Public Health Department to investigate and abate conditions which can cause sickness or death.

Sanitary Survey in Jacksonport Township Cluster Area of STH 57 – Investigation of storm drain system for infiltration of domestic wastewater.

Plum Bottom Sanitary Survey – Survey of existing private on-site wastewater treatment systems to locate failing systems.

Goals/Objectives Achieved in 2007

Sanitary permits issued during 2007 was 499 with a county revenue of \$112,480

Wisconsin Fund Grant Monies awarded to eligible applicants in Door County was \$122,196. Of the 69 participating governmental units in Wisconsin, Door County ranked 3rd in the amount of funding received in 2007.

2007 Knowledge Sharing

- Presentations were given by department staff to the Door County Property Owners Association, Wisconsin County Code Administrators, Wisconsin On-Site Waste Recycling Association, Department of Commerce-POWTS Advisory Code Council, East Central-WCCA, Donahoe & Associates Seminar, UW Extension and Door County Planning Departments, town boards and Planning Commission.

2007 Sanitarian's Department Budget Status

The approved 2007 amended budget was \$401,276; actual expenses totaled \$376,165. The 2007 levy appropriation was \$257,135, while the 2006 levy was \$274,524. The 2007 budgeted revenue was \$257,774; while the 2007 actual revenue was \$221,500. The 2006 actual revenue was \$260,404.

The only grant received by the Door County Sanitarian's Department was the Wisconsin Fund Grant. These monies are applied for and paid out to those property owner's awarded a grant and do not benefit the department's budget in any way.

Other Accomplishments

None.

Issues, Concerns and Restraints

Leaking steel septic, pump and holding tanks.

Minimum code standards for construction of prefabricated and manufactured septic, pump and holding tanks.

Existing design code requirements for treatment of high-strength waste.

Lack of authority to be more restrictive than state plumbing code for private on-site wastewater treatment systems.

Inventory of all on-site wastewater treatment systems and required mandatory scheduled maintenance of septic tanks.

Goals and Objectives for 2008

- Provide technical assistance to Door County property owners on private on-site wastewater treatment systems.
- Assist eligible property owners with the Wisconsin Fund Grant Program for replacement of existing failing private on-site wastewater systems.
- Conduct sanitary survey of Liberty Grove/Sister Bay area to identify existing failing private on-site wastewater treatment systems and replace them as needed.
- Continue aggressive work on comprehensive sanitary survey investigations.
- Follow-up on steel tank replacements in the county.

2007 ANNUAL REPORT
DOOR COUNTY SHERIFF'S DEPARTMENT
Terry J. Vogel, Sheriff

- A. **Mission Statement:** We, the men and women of the Door County Sheriff's Department, believe that our fundamental duty is to serve and protect the citizens and tourists of Door County with fairness, compassion, and respect. We demand excellence in the quality of our law enforcement, stressing professionalism, integrity, and timeliness, so that those we serve may feel secure. We provide equal enforcement and protection of the law without prejudice or favor. We promote the setting of goals in partnership with the community, and prioritize and address problems based on the concerns of the community. Committed to continuous improvement in law enforcement, we promote and utilize the most modern techniques available.
- B. **Summary of Responsibilities:** Sheriff's Departments in Wisconsin have unique responsibilities that differ from those services provided by municipal law enforcement agencies. These differences are outlined in state statute and require the sheriff's department to provide for the following services;
- 1) The Sheriff is the custodian of the jail and is therefore responsible for all persons ordered into custody,
 - 2) The Sheriff must attend to the security of the circuit courts,
 - 3) The Sheriff must serve and execute all process, writs, precepts and orders issued or made by lawful authority and delivered to the Sheriff,
 - 4) The Sheriff must provide for water rescue and recovery operations for the waters within the jurisdiction of the county and,
 - 5) The Sheriff must enforce all general orders of the department of commerce relating to the sale, transportation and storage of explosives within the county.

In addition the Sheriff and his or her Deputies shall keep and preserve the peace in the county and quiet and suppress all affrays, routs, riots, unlawful assemblies and insurrections.

C. **Program Summary:**

Jail Division:

- GED/HSED Program – Educational programming for incarcerated individuals wanting to receive a general education diploma.
- Inside/Outside Program – This program is geared towards cutting down the recidivism rate by improving an inmate's home life in the hopes that they don't want to come back into a correctional setting.
- AA – Alcoholics Anonymous program for incarcerated individuals who wish to stop drinking.

Investigative Division:

- D.A.R.E. – Drug Abuse Resistance Education Program to prevent drug abuse in children and youth.

D. **Goals / Objectives Achieved in 2007:**

- Installation of wireless access point in the Justice Center.
- Began to use video conferencing for court hearings to reduce the movement of prisoners from jail to the courtrooms, and reduced the need for transporting inmates from out of county facilities.

E. Knowledge Sharing 2007:

- Implemented electronic release of incidents on a daily basis to local media.
- Hosted Internet Crimes Against Children informational meetings for parents.
- Collaborative agency crime information networking with State and local law enforcement agencies.
 - Door/Kewaunee Drug Task Force
 - I.C.A.C – Internet Crimes Against Children Task Force
- Provide annually a jail tour with the Law Enforcement Judiciary Committee

F. Department Budget Status

Approved 2007 Budget	\$ 7,045,969.00	Actual 2007 Budget	\$ 6,548,890.00
2007 Levy appropriation	\$ 6,471,061.00	2006 Levy appropriation	\$ 6,213,523.00
2007 budgeted revenue	\$ 547,908.00	2007 Actual Revenue	\$ 511,955.00
		2006 Actual Revenue	\$ 452,398.00

Grants received for 2007: Highway Safety Click-It or Ticket Grant; Bullet Proof Vest Grant, Electronic Citations (E TraCS) Grant, Department of Natural Resources Snowmobile Patrol Grant, Office of Justice Assistance Inoperable Radio Grant.

G. Other Accomplishments:

- Converted from writing citations on paper tickets and completing accident reports in paper form to electronically issuing citations and electronically filling out accident reports.
- Formed a six person Honor Guard.
- Development of County Firearms Range
- Developed a five zone patrol area instead of a three zone patrol area to provide better service to high incident areas within the county.

H. Issues, concerns and Restraints:

- The budget for County Government will always be one of the main concerns for the Department. The Department continues to search for revenue generating opportunities as well as ways to reduce tax levy dollar expenditures.
- Issues with highway safety with the opening of a new stretch of four-lane highway in the southern part of the county.

I. Goals and Objectives for 2008:

- Upgrade of the Communication System with the Fire Grant
- Continue to review and rewrite department policies and procedures in the Sheriff's Department.
- Install another wireless point in the Justice Center
- The final new four lane stretch of STH 57 will be completed and open in southern Door County in the fall of 2008 which will bring additional patrol to that area and concern for highway safety.
- In the Jail Division we have negotiated a contract with the Wisconsin Department of Corrections to house State inmates.
- A jail policy and procedures review team has been put together to review and update our current policy and procedures.
- The Jail Division continues to utilize inmate labor in the kitchen, laundry and general housekeeping areas to help reduce operational expenses.
- In July of 2008 Door County will be hosting the Iron Man Contest which draws 1000 participants. The Sheriff's Department will be busy with traffic coordination, traffic control, parking and security. An event of this magnitude will test the resources of the Sheriff's Department.

2007 ANNUAL REPORT
DOOR COUNTY DEPARTMENT OF SOCIAL SERVICES
ROGER C. TEPE, DIRECTOR

MISSION STATEMENT

The Door County Department of Social Services promotes self-sufficiency and family unity. We are dedicated to providing the highest quality of service to individuals and families in a manner that demonstrates respect, integrity and commitment.

SUMMARY OF RESPONSIBILITIES

The Door County Department of Social Services is responsible for administering a wide variety of social service programs for adults and children, services to our aging population, and financial assistance programs, including but not limited to: Medical Assistance, Food Share, BadgerCare, Child Care, and the W-2 program. All of the programs are authorized by State Statute and are administered on a contractual basis with the State of Wisconsin.

PROGRAM SUMMARY

Adult Services Unit

The Long Term Support programs assist elderly persons and persons with physical disabilities in maintaining their independence, utilizing Supportive Home Care services, the Community Options Program, and a series of Medical Assistance Home and Community Based Waiver programs, including Nursing Home Relocation. In contrast, the Adult Protective Services staff receive and investigate reports of physical abuse / material abuse (financial exploitation) / neglect / and self-neglect to elders age 60 and over, as well as reports of elders “at risk” (due to a statutory change in 2007). Staff also run a Volunteer Guardianship Program, provide Court services for persons needing a guardian or protective services, and maintain a volunteer grocery shopping program.

Self-Neglect = 36	Financial Abuse = 11	Neglect = 9	Emotional Abuse = 4	Other = 1	Total Number / Types of Elder Abuse / Neglect Reports = 61
Number of Individuals Re-located from Nursing Homes into the Community					16
Number of Individuals Needing Court Related Services					21
Number of Individuals Receiving Other Types of Long Term Care Programs					110
Number of Information and Referral Calls					255

Aging Unit (Senior Resource Center)

The Aging Unit functions as a program division within the Department of Social Services; and is often referred to by the name of its Sturgeon Bay facility, the Senior Resource Center; even though meal programs are also offered in Forestville, Bailey’s Harbor, Liberty Grove, and Washington Island, as well as Meals on Wheels in the immediate Sturgeon Bay area, and on a limited basis in Sister Bay. Major service areas include: (1) Information and Assistance, (2) Nutrition Program, (3) Elderly Benefits Specialist, (4) Transportation, (5) Alzheimer’s & National Family Caregiver Support Programs, (6) Senior Citizen / Low Income Free Tax Assistance, and (7) activity program. The activity program focuses on exercise and preventive health education, while also encouraging socialization, good nutrition, and many volunteer opportunities. The Nutrition program was the 2007 Leadership Door County class project, resulting in a written survey and report about potential program expansion, recruitment of new volunteers, and development of a new route.

Nutrition Program	Number of Persons Receiving Home Delivered Meals	142	Number of Home Delivered Meals	10,364
	Number of Congregate Meal Site Participants	976	Number of Congregate Meals Served	21,176
Transportation Program	Number of Senior Center Bus one way trips	9063		
Volunteer Program	Number of Volunteers	146	Number of Volunteer Hours Provided	3147

Child and Family Services Unit

This program area serves children and juveniles from birth to age 18, as well as their families. We provide initial screening of referrals and ongoing services to children who are abused or neglected, as well as to juveniles in need of protection or services and delinquent youth. The Department participates jointly with the 4 mainland school districts in the Challenge Program for older youth with significant behavior difficulties, school issues, and who are at risk of out of home placement. Although the majority of youth we work with reside with family in the community, we also handle out of home placements for youth who require protection or services beyond what can be provided in their own homes. We also directly provide or contract for services such as electronic monitoring, shelter care and secure detention, restitution and community service, independent living skills training, parent education, and some summer programming.

Child Protection	Child Welfare	Juvenile Justice	TOTALS
89 Investigations of Children in Need of Protection or Services (CHIPS)	52 Cases Accepted for Services	71 Delinquency referrals 8 Juveniles in Need of Protection / Services (JIPS) 2 Civil Law Violations 2 Courtesy Cases	224 Cases Acted On
33 Screened Out Referrals	16 Cases Not Accepted for Services	26 Delinquencies – closed 10 JIPS - closed 3 Civil Law Violations - closed	88 Cases Not Acted On
TOTAL = 122	TOTAL = 68	TOTAL = 122	312
Action taken 89 / 122 cases = 73%	Action taken 52 / 68 cases = 76%	Action taken 83 / 122 cases = 68%	Action taken 224 / 312 = 72 %

Economic Support Unit

Our Economic Support Unit provides county – wide eligibility determination for such major financial programs as Medical Assistance / BadgerCare / Healthy Start / Food Share (Food Stamps) / Home Energy Assistance / Medicaid Transportation / Emergency Assistance / Wisconsin Shares (subsidized child care) / and Wisconsin Works (W-2). In addition, they network with numerous other community agencies to obtain supplementary help for current recipients, as well as for those who don't qualify for our financial related programs. This program unit also works closely with the other internal program units whose clients may be eligible for many of these same services.

570 open Food Share cases	1583 open Medicaid / BadgerCare cases	Benefits to 3302 Door County residents
W-2 program provided career planning, case management, assessment, and job development	For 209 individuals	99 individuals were placed in unsubsidized employment with an average wage of \$ 9.24 / hour
Wisconsin Shares (partial child care subsidy for working parents)	Made payments on behalf of 275 children	Average annual payment per child = \$ 2064
Energy Assistance program	Provided bill paying / heating emergency assistance	For 697 Door County households

Support Services Unit

No agency could operate without dedicated support personnel. In the Department of Social Services, the staff provides receptionist / switchboard services, maintenance of data bases, scanning of documents into electronic data bases, typing / filing functions, and accounting services to help us manage our department budget in the most cost efficient manner possible.

GOALS / OBJECTIVES ACHIEVED IN 2007

- Completed the transition to a new Director and 2 new supervisors (out of 4)
- Completed the year with all mandated services delivered within our approved budget
- Completed all program / financial audits with no deficiencies noted or sanctions given
- Completed a comprehensive study on the potential development of a human services department (subsequently voted down by the County Board)

KNOWLEDGE SHARING IN 2007

Although our staff provides some direct community education in the form of presentations, media contacts, health fairs, etc., our interaction with the greater Door County community and its many service providers often takes the form of serving on and / or chairing state, regional, county, or local committees or workgroups on various topic areas. Our major outreach areas were:

Adult Services / Aging Unit

- N.E. Region Long Term Care Consortium (Family Care / Long Term Care redesign)
- Aging and Disability Resource Center planning (with the Dept. of Community Programs)
- Interdisciplinary Team for Elder Abuse (Multi-agency group to coordinate services, staff cases and provide community education)
- Provided a community education workshop on Elder Abuse / Elder at Risk reporting
- Long Term Support Planning Committee (Program planning for LTS clientele)
- Senior Services Advisory Committee (Advisory committee for the Aging Unit)
- Senior Resource Center education programs – on nutrition, health maintenance, etc.
- Memory Care Connections program operated jointly with Kewaunee County Department of Human Services (for persons with dementia and their care providers)

Child and Family Services Unit

- Challenge Program (Schools) Executive Committee (Management of this program)
- Integrated Services Program Coordinating Committee (Services to S.E.D. Youth)
- Children's Long Term Support (Mental Health) Waiver – Study Committee (Services to children with Severe Emotional Disturbances)
- Youth Council – Interagency Group (Networking for children's programming)
- Child Health Team (Networking for Child Protective Services type cases)

Economic Support Unit

- W-2 Community Steering Committee (Direction for the W-2 program)
- W-2 Children's Service Network (Safety net committee for at risk families with children)
- Job Center Management Team
- Salvation Army assistance - contact agency

Other / General

- Door County Transportation Consortium – Governing Council (Transportation planning)
- Smart Growth Plan – Intergovernmental Cooperation subcommittee
- Leadership Door County – Trainer / facilitator / 2007 Class Project
- Participated in Emergency Preparedness Training with EMS (whole management team)
- Ad Hoc Human Services Study Committee (dissolved July, 2007)

DEPARTMENT BUDGET STATUS (DSS INCLUDING SRC)

2007 Approved / Amended Revenues (state aids)	\$ 2,655,977 (47.0 %)	2007 Actual Revenues (state aids) Received	\$ 2,342,285 (45.5 %)
2007 Approved Property Tax Levy Appropriation	\$ 2,422,927 (42.9 %)	2007 Actual Property Tax Levy Appropriation Used	\$ 2,323,972 (45.1 %)
2007 Anticipated Other Revenues	\$ 566,190 (10.0 %)	2007 Actual Other Revenues Received	\$ 481,795 (9.4 %)
TOTAL = 2007 Approved / Amended Revenue Available	\$ 5,645,094 (99.9+ %)	TOTAL = 2007 Actual Budget (Expenditures)	\$ 5,148,052 (100.0 %)
		2007 Net Property Tax Levy Returned to the General Fund	(+ \$ 98,955) (4.1 % of levy)

OTHER ACCOMPLISHMENTS

- Home Delivered Meals drivers (Meals on Wheels) won the community Golden Heart Volunteerism Award
- Started the merger of the Department of Social Services / Senior Resource Center budgets
- Captured new revenues through the Community Reintegration Initiative and Nursing Home Diversion programs for our long term support clientele
- Added a Meals on Wheels route with help from the 2007 Leadership Door County class

ISSUES, CONCERNS AND RESTRAINTS

We have a very capable / creative staff and management team at Social Services; but cutbacks / freezes in funding at the Federal, State, and local level still challenge us. Every year, we are asked to do **more** quality work with vulnerable populations, with the **same** or **even less** physical, financial, and staff resources. Significant issues, concerns and restraints during 2007 included:

- Delays in passing the 2008 – 2010 state budget, which complicated local budget planning
- Continuation of the local property tax levy cap
- Delay in the replacement of a key staff member due to budgetary concerns
- Lack of a permanent Director in the Department of Community Programs during the second half of 2007 delayed planning for better service coordination, Family Care, ADRC, etc.
- Insufficient staff resources in certain key areas lead to delays in the delivery of services or longer waiting lists
- Lack of a **full-time** Director of Senior Services (Aging Unit) slowed progress in addressing program compliance issues, particularly in the nutrition area
- Lack of success in creating a merged human services department, which makes joint work between the Departments of Social Services and Community Programs more challenging as we remain separate departments
- Absorption of additional job responsibilities / new mandates with no additional staff, e.g. Elder at Risk program, BadgerCare Plus (enacted in Feb. 2008, but planning began in 2007), emergency preparedness efforts with several of our target group populations, extra program documentation requirements, and additional audit procedures

GOALS AND OBJECTIVES FOR 2008

- Manage the Department of Social Services to stay within approved budget parameters
- Resume joint planning with the Department of Community Programs for the Aging and Disability Resource Center / Family Care
- Continue improving program compliance in the Aging Unit (Senior Resource Center)
- Continue working on improved relationships with the Department of Community Programs for better interdepartmental cooperation and collaboration, in general

2007 ANNUAL REPORT
DOOR COUNTY LAND AND WATER CONSERVATION DEPARTMENT
William Schuster, County Conservationist

Mission Statement and Summary of Responsibilities:

The Door County Soil and Water Conservation Department is created under the authority of Chapter 92 of Wisconsin Statutes. Chapter 92 gives the SWCD the responsibility for the administration of the County soil and water conservation program and the authority to exercise the powers granted to the Land Conservation Committee. The legislative declared policy of the State in Chapter 92 is to halt and reverse the depletion of the State's soil resources and pollution of its waters. The SWCD has a responsibility, and directive under Chapter 92, to promote landuses and programs which advance conservation and the protection of Door County's natural resources. The mission of conservation and environmental advocacy is the standard by which SWCD programs are developed and implemented.

2007 Land and Water Conservation Department Program Summary

Aggressive Invasive Non-indigenous Species Initiative - The Door County SWCD has a lead role in the Door County Invasive Species Team (DCIST) to identify, monitor, and control non-native aggressive plants in Door County through public assistance, coordination of county-wide efforts, and provision of information and educational resources.

Agricultural Performance Standards and Animal Waste Storage Ordinance - Inventory agricultural operations for status of compliance with minimum state standards for protection of water quality; 60 notifications were sent in 2007. Eight waste storage permits issued for construction and three citations issued for violations.

Animal Waste Storage Facility Ordinance - Permits are issued through Chapter 23 of Door County Code. The ordinance regulates the location, design and construction of animal waste storage facilities to reduce the impact to ground and surface water quality.

Beaches - The quality of the surface water at Door County beaches is the focus of a project which the SWCD and Door County Public Health Department (DCPHD) have joint responsibility for. The SWCD is responsible for the pollution source identification, and beach contamination reduction portions of the project.

Buffer Programs - The SWCD works with several agencies utilizing several funding sources to install vegetated buffer strips in critical and riparian areas, to protect surface and groundwater resources.

Door County GIS Wetland Restoration Inventory - SWCD received a grant through Wisconsin Coastal Management to develop a Geographic Information System (GIS) that will be utilized to inventory and provide the capability to assess and monitor approximately 200 wetland restorations/wildlife pond projects in Door County.

Farmland Preservation - Eligible landowners receive income tax credits for maintaining land in farming activities and meeting conservation standards required by the county; 97 participants are under contract or in an Exclusive Agriculture district in Door County.

Gypsy Moth Suppression Program - This program protects valuable trees from mortality by controlling gypsy moth population outbreaks by aerial spraying. Aerial spraying typically occurs in late May to early June.

Land & Water Resource Management Plan & Program - Money allocated by the Department of Agriculture, Trade & Consumer Protection to address water quality issues. \$116,629 in state cost-sharing was applied to a barnyard runoff control and manure storage project in 2007.

Nonmetallic Mine Reclamation Ordinance - This is a reclamation program only. Reclamation plans are submitted for SWCD review and permit approval. Reclamation plans insure acceptable final site reclamation to a desired, useful and permitted land use. There are currently 50 County permitted sites in Door County.

Nutrient Management Program - The purpose of the program is to minimize nonpoint pollution in ground and surface waters by avoiding the over-application of nutrients through the proper placement, timing and crediting of nutrients such as animal manure, legumes, and commercial fertilizers. The 2007 program was funded by the Door County SWCD Water Pollution Abatement Program, Red River/Sturgeon Bay Priority Watershed, DATCP Soil & Water Resource Management Grant, and the Agricultural Watershed Improvement Network (AWIN).

Planning Department Referrals - An agreement is currently in place between the SWCD and the Planning Department. The SWCD provides technical reviews onsite inspections of proposed plans for stormwater, erosion control, rockhole alternative protection, mine operations, and filling and grading projects permitted by County Ordinances.

Red River/Sturgeon Bay Priority Watershed - This is the 12th year of implementation for this program which was designed to identify agricultural operations that are potential sources of water quality degradation within the geographic boundaries of this watershed and provide cost-share assistance for abatement through state funding. 30 RRSB contracts signed in 2007 for \$516,641. Total cost-sharing paid in 2007 for conservation practices: \$515,593.

Stormwater Ordinance - Support for a Door County Stormwater and Erosion Control Ordinance was again obtained from the Land Conservation Committee at it's February monthly meeting. The ordinance will address stormwater and erosion control issues with land disturbances in the unincorporated areas of Door County. Current State requirements inadequately address groundwater and flooding issues associated with stormwater runoff.

Targeted Runoff Management Program - A competitive grant program through the Department of Natural Resources to address water quality issues over a two-year grant period. Six grants totaling \$664,989 in state cost-sharing were applied for and awarded in 2007.

Technical Assistance Provided -

Tree and Shrub Program - The tree/shrub and native seed mix program encourages both tree plantings and establishing new prairies in the county. Over 232,947 trees and shrubs were sold and delivered and 18.5 pounds of seed mix in 2007.

Water Pollution Abatement Cost-share Program - This program assists landowners in the cost of installing practices, which prevent and/or reduce ground or surface water pollution.

Wildlife Damage and Abatement Claims Program - The wildlife damage program is a technical assistance program for landowners who are experiencing crop damage from deer, geese, turkey and/or bear. Eligible crops under the program include any commercial agricultural crop.

Goals/Objectives Achieved in 2007

Aggressive Invasive Non-indigenous Species Initiative - Continued implementation of the final year of a DNR Aquatic Invasive Species (AIS) grant, as well as, submitted and received an additional two year AIS grant to continue the coordination efforts of DCIST. Submitted, received and implemented several grants and donations for invasive species education and control work. These funding sources allowed for the following projects; Phragmites Control, Aquatic Invasive Species Education and Control, Terrestrial Invasive Species Education and Control, Invasive Species Education-Municipalities, and an Equipment Loan Program.

Beaches - Continued the independent contract relationship with Miller Engineers & Scientists and implemented a Coastal Management grant for the preparation of final construction plans, as well as, submitted and received an additional Coastal Management Grant award to be used towards a portion of the implementation of the final plans. Continued the implementation and administration of the beach source identification fieldwork, analysis, and research which allowed for the continuing partnership with University of Wisconsin-Oshkosh Biology and Microbiology Department.

Buffer Programs - In 2007 one perpetual easement through the CREP program was implemented.

Gypsy Moth Suppression Program - In 2007 approximately 148 acres were sprayed on Chambers Island in the Town of Gibraltar. In addition, another 131 acres have been targeted on Chambers Island for Spraying in the Spring of 2008.

Nonmetallic Mine Reclamation Ordinance - In 2007 Door County Code Chapter 36 was amended to meet Department of Natural Resources program changes and requirements. In 2007 two sites were certified as reclaimed, two new sites were permitted and a total of 758 acres are actively mined.

Nutrient Management Program - In the spring of 2007, approximately 132 plans were submitted, covering 32,648 acres. By the end of 2007, an additional 28 RRSB, 28 DATCP, 3County and 2 AWIN cost-share agreements and nutrient management draft plans covering 4,849 acres for the 2008 growing season were submitted.

Planning Department Referrals - In 2007 the SWCD reviewed 21 projects with the Planning Department.

Stormwater Ordinance - Ordinance drafts have been presented to the Land Conservation and Resource Planning Committees. County Board adoption is anticipated in 2008.

Wildlife Damage and Abatement Claims Program - Continued the administration of 32 landowners throughout Door County. Performed less damage appraisals, which may indicate that prescribed abatement is effective. Administered the Deer Donation Program for Door County.

2007 Knowledge Sharing

Beaches

- Conducted several presentations to the general public, organizations, and municipalities on beach water quality and non-point source pollution.
- Shared grant application information to other Lakeshore counties.
- Attended several beach meetings that included the University of Wisconsin-Oshkosh, Milwaukee, Great Lakes Water Institute, Wisconsin DNR, and the Door County Public Health Department.

Invasive Species

- The DCIST website allows for the distribution of the identification of species throughout the county, partners, and invasive species resources.
- Handouts, brochures, and wildcards were made available at all meetings, presentation, landowner groups, and workshops administered by DCIST coordinator.
- Coordinator presented and administered numerous educational presentations, and hands-on workshops to the general public, organizations, county personnel, landowner groups, and members of DCIST.
- Grant application information was shared among other counties with similar invasive species initiatives.
- DCIST was able to produce a new, current DCIST brochure to be distributed and made available throughout the entire county.

Other

- Groundwater Presentations to Learning in Retirement, Saint Peter & Paul School and Door Property Owners.
- Presentation of Chapter 23 Activities to Wisconsin Land & Water Conservation Association.

SWCD Budget Status

Approved 2007 Budget	\$2,371,288	Actual 2007 Budget	\$1,572,416
2007 budgeted revenue	\$1,925,940	2007 Actual Revenue	\$1,216,977
		2006 Actual Revenue	\$1,178,045
2007 Actual Levy appropriation	\$370,757	2006 Actual Levy appropriation	\$412,072

Grants Received for 2007:

Wisconsin Coastal Management Grant (Beach)	\$66,650.00
Wisconsin Land & Water Conservation Association Intern Grant	\$2,000.00
DNR Aquatic Invasive Species Grant	\$36,586.21
DNR Targeted Runoff Management Grant	\$35,257.92
DNR Red River Priority Watershed Grant	\$515,593.20
WI Ag Stewardship Initiative - AWIN Grant	\$15,000.00
DATCP Soil & Water Resource Management Grant	\$234,411.00
DATCP Land & Water Resource Management Grant	\$155,581.40
DNR Wildlife Damage Claims Program	\$31,722.20
Wisconsin Coastal Management Grant (Wetland)	\$10,000.00

Revenue from Self-funding Accounts:

Waste Permits	\$5,690.99
S & W Fund	\$9,552.03
Local Reimbursement - Beach Program	\$16,237.50
Tree & Shrub Program	\$17,018.56
Nonmetallic Mine Program	\$51,354.32

Donations:

Invasive Species Contributions	\$7,228.76
Beach Contributions	\$476.38

Other Accomplishments

- Organization and Administration of the Plum Bottom Closed Depression Dye Tracer Project.
- Technical Assistance to The Nature Conservancy in developing maps delineating the escarpment.
- Technical Assistance to DNR for information regarding the Strawberry Creek Watershed.
- Technical Assistance to UWGB and The Ridges in delineating the watershed for The Ridges.
- Technical Assistance to the Little Sturgeon Bay Property Owners Association in their development of a Lake Planning Grant.
- Village of Ephraim construction site erosion/stormwater runoff control reviews.
- Individual landowner, local business, and local government drainage problem reviews and conservation planning.
- Lead and arsenic pesticide residue in soils and groundwater information and technical assistance to landowners, potential buyers, real estate agencies, and land developers.
- Individual landowner pond and wetland technical assistance and development.
- Preparation and review of farm operation specific prioritization maps for the winter spreading of animal waste to reduce water quality impacts.
- Surveying design and stormwater runoff control planning assistance to the Door County Parks Dept on improvement projects.
- Conducted compliance inspections on construction projects which included stormwater runoff and construction site erosion practices.
- Conducted 80 site reviews of cost-share projects with contractual operation and maintenance periods.
- Assisted NRCS in an effort for continuous CRP projects EQIP & CREP program.
- Conservation planning with farmers for proper resource management.

2007 Conservation Practice Summary

3,234 Volunteer Hours of Invasive Species Control work throughout Door County

- 1 CREP Perpetual Easement, 1.8 acres
- 50 Nonmetallic Mine Reclamation Plan Review/Permits
- 14 Topographic/PS/Laser Surveys
- 17 Planning/Design with Landowners
- 7 Animal Waste Storage Systems
- 4 Milkhouse Waste Collection Systems
- 4 Barnyard Runoff Control Systems
- 21 Stormwater Management/Erosion Control Reviews
- 19 Well Abandonment
- 63 Deer harvested through shooting permits issued in the WDACP
- 255 Deer donated in Door County through Deer Donation Program
- 5 Wildlife Damage Claims

Issues, Concerns and Restraints:

Program demands and natural resource protection needs are continuing to expand while fiscal and staffing resources are limited or decreasing.

Goals and Objectives for 2008:

- 1. Maintain existing programs implementation at current level.
- 2. Advance adoption of County-wide Stormwater Runoff and Construction Site Erosion Control Ordinance.
- 3. Begin Dunes Lake Watershed project.
- 4. Improve quality of County nutrient management planning and implementation.
- 5. Complete Phase II of the Plum Bottom Trace Test.
- 6. Advance adoption of State Lawn Fertilizer/Phosphorus Legislation.
- 7. Incorporate Invasive Species Control programming within SWCD.

2007 ANNUAL REPORT
DOOR COUNTY TREASURER'S OFFICE
Jay Zahn, County Treasurer

Mission Statement

The Door County Treasurer's Office strives to provide efficient and accurate accounting of county funds and excellent service to the taxpayer.

Summary of Responsibilities

- ❖ Collection, deposit & distribution of all county funds
- ❖ Collection of current and delinquent property taxes
- ❖ Storage of tax records
- ❖ Foreclosure and sale of tax delinquent property

Program Summary

- ❖ Summary of Money Received January 1st to December 31st 2007

Tax Settlement	\$ 14,926,529.35
State Credit on Real Estate & Personal Property	\$ 4,727,459.33
Sales Tax Credit	\$ 3,108,417.92
County Tax Collections	\$ 17,260,481.31
Redemption Tax Collections	\$ 1,591,404.23
Special Assessments	\$ 33,426.32
Gain on Tax Deed Sales	\$ 23,922.35
Interest on Taxes	\$ 318,211.70
Interest on Special Assessments	\$ 1,546.98
Penalty Charges	\$ 159,875.74

- ❖ Delinquent Totals December 31, 2007

Delinquent Tax Sale Certificates	\$ 1,002,785.80
Delinquent Special Assessments	\$ 12,718.54

- ❖ Door County Sales Tax Summary

Total Sales Tax Collections for 2007	\$ 3,108,417.92
Total Sales Tax Collections for 2006	\$ 3,004,399.56

Goals & Objectives Achieved in 2007

-All property taxes now collected for 13 of 19 municipalities. Town of Baileys Harbor added for 2007. Door County now collects all taxes for 80% of bills issued.

-Sale of two of three delinquent parcels taken in foreclosure. Result of sale netted an additional \$23,922.35 over outstanding property taxes, interest, penalty and foreclosure charges.

-New check endorser speeds up process of check endorsement. The check endorser makes for faster and more efficient use of time in deposit process.

Knowledge Sharing 2007:

Youth in Government Day – May 7, 2007

Annual Clerk-Treasurer's Meeting – October 25, 2007

Department Budget Status:

Approved 2007 Budget	\$163,696.00	Actual 2007 Budget	\$149,967.00
2007 Levy Appropriation	\$(256,504.00)	2006 Levy Appropriation	\$(254,453.00)
2007 Budgeted Revenue	\$420,000.00	2007 Actual Revenue	\$585,531.00
		2006 Actual Revenue	\$412,981.00

Note: A negative number reduces the tax levy

Goals for 2008:

- ❖ Successful move to new quarters in government center
- ❖ Ability to be open additional hours for convenience of taxpayers
- ❖ Continued improvement in technology

Jay Zahn

Door County Treasurer

Carol Klaubauf

Deputy Treasurer

Door County University of Wisconsin-Extension 2007 Annual Report

Mission Statement

UW-Extension extends the knowledge and resources of the University of Wisconsin to people where they live and work.

Summary of Responsibilities

The Door County University of Wisconsin-Extension office designs and delivers educational programs based on the needs of the county. Educational programs are offered in five broad areas: 1) Community, Natural Resources, and Economic Development, 2) Family Living, 3) 4-H Youth Development, 4) Agricultural – Crops and Soils, and 5) Wisconsin Nutrition Education Program. Within these broad areas, professional educators align themselves with specialists from the University of Wisconsin system to deliver unbiased research based educational programs.

The Agriculture and Extension Education Committee (AEEC) is responsible for supervision of Extension programming, as specified in Wisconsin Statue 59.56(3). In a collaborative effort the AEEC and professional educators work together to fulfill the mission of UW-Extension. The committee is comprised of Leroy Liebe, Chair, Jaime Forest, Cletus Fontaine, Richard Virlee, and Paul DeWitt.

Objectives and Outcomes Achieved in 2007

Community, Natural Resources, and Economic Development – Rob Burke

Supporting Door County Legislative Days 2007

The UW-Extension Community Development program continued its role in assisting with this successful county-wide effort to lobby state government on issues of importance to economic development and quality of life in Door County. UW-Extension played an important role in the development and implementation of this program. Including:

- Leading a county-wide process for development of the Legislative and State Agency Agendas.
- Developing delegate training materials and conducting delegate training and orientation sessions.
- Assist in organizing and conducting state agency meetings.
- Prepare the Legislative and Delegate Information Packets and Agendas.

Strengthening Door County Nonprofit Organizations

In response to widespread request for programming assistance by staff and boards of Door County's nonprofit organizations, the Door County UW-Extension Office provides educational support aimed at improving board governance, managing nonprofit organizations in a more business-like and strategic manner, and helping executive directors and staff improve their management skills.

Outcomes

- In 2007, 18 nonprofit organizations received significant programming on board development, strategic planning, organizational development, goal setting, and conflict of interest issues.
- The Door County UW-Extension Office planned and facilitated 26 separate workshops for these organizations. Over 290 board members, staff, and volunteers participated in these activities.

Family Living – Pam Peterson

Strengthening Families

- The Strengthening Families Program for Parents & Youth 10 - 14 provided youth with skills to handle peer pressure, the opportunity for parents to add to their parenting tool kit and help families to improve communication and build relationships.
- Programs such as Books for Babies and the age-paced Parenting the First Year and Parenting the Second & Third Year Newsletters provided parents with information and skills to optimize their child's development.
- Working to strengthen families with older adults, Caregiving Relationships provided support to those in family caregiver roles to improve communication, provide coping strategies and identify available community resources.

Balancing Work-Life Stress

- Intentional Harmony provided staff from Children's Services Network partner agencies with techniques to manage work-life stress which can have serious effects on emotional and physical well-being with significant consequences for family resiliency and work place productivity.
- Wellness Solutions for Law Enforcement also provided skills to balance work-life stress and focused on some of the unique stressors to which law enforcement professionals are exposed.

Programs for at-risk/underserved populations

- Child Abuse Prevention programs targeted professionals in the community and focused on child maltreatment and its impact on early brain development.
- Life After Incarceration provided inmates with skills in managing money, employment, relationships and parenting, while introducing resources in the community to help inmates avoid recidivism and be successful after release.
- Methamphetamine education provided youth with information about the physical, social and environmental effects of methamphetamine use and manufacture.

Outcomes

- Eighty percent of parents/caregivers reported an increase in knowledge of child development and parenting skills/techniques.
- Seventy-five percent of youth reported an increase in knowledge of positive youth development techniques.
- Seventy percent of participants in educational programs for individuals affiliated with the correctional system reported an increase in knowledge of skills and techniques to improve family functioning (resiliency protective/recovery factors).
- Sixty-five percent of participants reported an increase in their practice of skills and techniques to improve family functioning.

4-H Youth Development – Dawn Kuelz

- Increase 4-H Youth Development programming enrollment, as well as start new clubs to expand the reach of 4-H Youth Development programming in the county.
- Strengthen the 4-H Club experience by training adult leaders on topics of Financial Management, Risk Management, and the Essential Elements of Youth Development.
- Create new opportunities for youth involvement in civic leadership, and understanding the role of government.

Outcomes

- A new 4-H club was started in the Sister Bay/Baileys Harbor area, which boosted 4-H membership.
- In 2007, youth membership and adult leader numbers increased compared to 2006; there was a 22% increase in youth members and a 39% increase in the number of adult leaders.
- Three adult leader trainings on financial management, risk management, and the essential elements of youth development were completed.
- Youth delegates served on the first ever youth delegation to Door County Legislative Days, creating a new concept which will be continued in future Legislative Days.

Agriculture – Crops and Soils – Dean Volenberg

- An agricultural needs assessment survey of farm producers identified priority issues in agriculture. Major issues identified and ordered by priority are: 1) maintaining water quality, 2) wildlife control and crop protection, 3) preserving agricultural land, 4) alfalfa production and management, and 5) determining crop nutrient needs.
- Research was conducted in cooperation with UW-Madison on the impact of local food production, end product users (i.e. consumers, restaurants), and the two former groups impact on tourism. An immediate outcome of this work was a list of local agricultural producers that source their products locally. The local agricultural producers list has been requested by individuals, cooking schools, and restaurants.
- Educational programming was developed and delivered to farm producers and agribusinesses professionals in blueberry production and management, grape production and management, winter wheat nitrogen guidelines, understanding soil science, invasive species identification and management, and pesticide applicator training. Approximately 200 people participated in one or more of these programs.
- A major goal of the agricultural educator is to provide research and results that will increase crop diversity or expand agriculture in the county. Research in 2007 examined expanding corn and grain production into northern Door County, the potential for blueberry production, and quantifying grape quality.

Outcomes

- Needs assessment of county identified priority agricultural issues.
- Local agricultural producers list is a valuable resource for the Buy Local Buy Wisconsin initiative.
- Educational programming activities served over 200 people.
- Long term research initiated on blueberry and grape production.

Wisconsin Nutrition Education Program - Jenny Spude, RD & Imelda Delchambre,
Nutrition Educator

- Provided a series of 16 cooking classes to Community Programs disabled adults.
- Curriculum developed on food safety, food quality, and food resource management for the Hispanic community.
- Curriculum developed on healthful foods developed for the Women, Infants and Children Program (WIC).
- Curriculum developed on choosing healthful foods, physical activity, and economic management developed for low income clientele.

Outcomes

- Nutrition educators made 3,379 teaching contacts in 2007 of which 21% were Hispanic.

Budget Status

2007 Approved Budget	\$266, 244	2007 Actual Budget	\$252, 617
2007 Levy appropriation	\$266, 094	2006 Levy appropriation	\$263, 921
2007 Budgeted revenue	\$150	2007 Actual revenue	\$ 61
		2006 Actual revenue	\$ 128

Grants Received

- Wisconsin Nutrition Education Program is funded entirely by a grant from the Food and Nutrition Service of the USDA and with matching funds provided by the University of Wisconsin-Extension.
 - Door County Dairy Promotions Committee \$150
 - Eastern District Professional Development Grant (CYFAR Conference) \$500
 - East District Resource Management Grant (Wellness Solutions for Law Enforcement) \$1,960
 - First Timer Grant (NEAFCS Annual Session) \$250
 - Youth Power Award Grant, OJJDP & Youth Service America \$1,000
 - Eastern District Resource Management Grant (Table Grape Production in Northeastern Wisconsin) \$750
 - Eastern District Resource Management Grant (Youth Delegates to Door County Legislative Days) \$400
 - Eastern District Professional Development Grant (7 Habits of Highly Effective People Training) \$500
 - Raibrook Foundation (Global Position Systems) \$500
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Accomplishments and Awards

- Wisconsin Extension Association of Family and Consumer Sciences (WEAFCS) 2007 Written News Communication Award: “Heads Up to the Dangers of Concussion”
 - WEAFCS 2007 Radio Communication Award: “Creating a Culture that Cares for Kids”
 - WEAFCS 2007 Educational Technology Communication Award: “Meth or Death, A Game of Personal Jeopardy”
 - UW Colleges and Extension Chancellor’s Award for Outstanding Achievement: The Strengthening Families Program for Parents and Youth 10 – 14
 - WAE4-HYDP 2007 Communicator Award - Personal Columns: “Generosity”, “Sportsmanship”, “Generational Differences”
 - WAE4-HYDP 2007 Communicator Award - Radio Program: “Digital Natives & Digital Immigrants”
 - WAE4-HYDP 2007 Excellence in Camp Programming - Team Award
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Issues, concerns and restraints

Budget limitations at the state and county level continue to erode outreach education to County residents. Static budgets in the face of increasing variable costs for supplies, postage, shipping, and travel (fuel) continue to erode the quantity programs offered to Door County residents.

Goals and Objectives for 2008

Community, Natural Resources, and Economic Development

- Strengthen the management of Door County nonprofit organizations by conducting needs assessments, and addressing the expressed needs of nonprofit organizations for programming and assistance in board development, strategic planning, and goal setting.
- Design and begin to implement a process to identify and refine legislative and state agency agenda items for the 2009 Door County Legislative Days.
- Collaborate with other industry and economic development organizations to jointly promote establishment of new businesses and jobs in Door County, and to assist existing businesses expand.
- Assist local governments to facilitate citizen input into comprehensive planning and other governmental decision-making processes.

Family Living

- An assessment of longitudinal outcomes will measure the effectiveness of the Strengthening Families Program for parents and youth who have participated during the past five years the program has been offered in Door County.
- Additional curricula will be developed for specific populations at risk of work-life stress effects.
- Education for jail populations will be revised to reflect research identified issues having the most impact on decreasing recidivism; programs will be offered to inmates more consistently.

4-H Youth Development

- Increase membership and understanding of the 4-H program throughout the county.
- Continue searching out opportunities for youth to get involved in civic leadership.
- Conduct more broad-based youth development programming in the community based on needs and identified areas of concern.

Agriculture – Crops and Soils

- To implement agricultural practices which are economically beneficial, but also improve and protect water quality.
- Develop in cooperation with the Department of Soil and Water Conservation educational programming for farm producers on nutrient management planning to protect and preserve water quality.
- Implement research in viticultural development in Wisconsin which will evaluate grape cultivars in three regions of Wisconsin including Door County. This effort will coincide with educational events in grape trellis construction and design, integrated pest management (IPM) in grapes, and vineyard management.
- Implement blueberry cultivar research trial in Door County. The long term objective of this trial is to identify blueberry cultivars for local production in Door County.

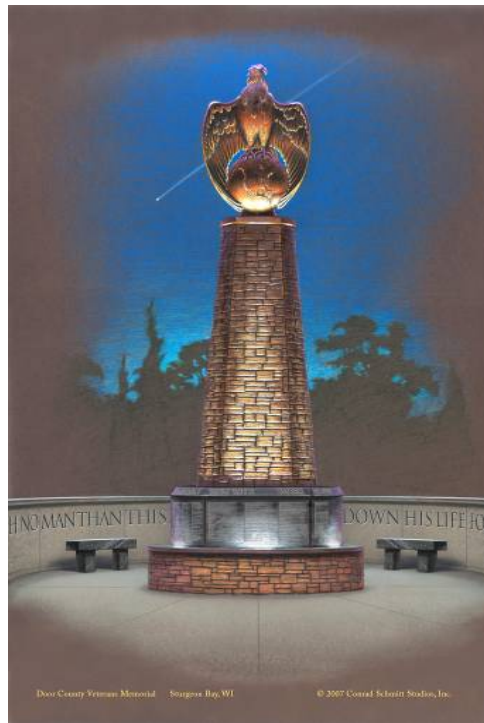
Wisconsin Nutrition Education Program

- Provide training sessions to disabled adults. Providers will reinforce the healthy eating habits, meal preparation and food safety.
- Provide nutrition education to low income audiences, in particular, topics pertaining to obesity.

2007 ANNUAL REPORT
DOOR COUNTY
DEPARTMENT OF VETERANS SERVICES

Scott McFarlane, Veterans Service Officer

A. Mission Statement: Provide all veterans of Door County and their families with a single, comprehensive and seamless access point to the services and benefits which they have earned from both the United States Department of Veterans Affairs and the Wisconsin Department of Veterans Affairs. Additionally, we strive to foster partnerships with and among veterans organizations and other concerned parties, to leverage all available resources to enhance the quality of lives and public recognition for our veterans.



B/C. Summary of Responsibilities/Program Summary: Although a Door County department, the office provides services and access to benefits primarily provided and administered by: the U.S. Department of Veterans Affairs and the State of Wisconsin Department of Veterans Affairs. The Veterans Service Office (VSO) initiates applications for veterans and their dependents for a wide array of benefits including:

- Home Mortgage Loans
- Home Improvement Loans
- Personal Loans
- Compensation and Pension
- Death benefits, graves registration, and headstone/grave markers

- Medical and education grants
- VA Healthcare
- Transportation for Veterans to and from VA Medical appointments at Milwaukee, Cleveland, Tomah, Appleton, and Green Bay Hospitals/Clinics
- GI Bill entitlements
- Correction of military records
- Insurance benefits and claims assistance
- Administering Veterans Service Commission Aid
- Administering Veterans Service Council Aid
- Veterans Residence and Nursing Homes applications
- Recording of DD – 214/Discharge Documents
- TRICARE/CHAMPVA Information
- Coordinate care packages to service members serving abroad

The target community we serve is estimated to be between 3,100 (2000 Census Data) and 4,600 (CVSO database) Door County Veterans. We are seeing a marked increase in requests for information and assistance from:

- Veterans suffering from presumptive illnesses related to exposure to Agent Orange during their Vietnam conflict “*in theater*” deployments
- Veterans suffering from Posttraumatic Stress Disorder (PTSD) from their experiences in all combat engagements
- Eligible spouses and dependent children of veterans
- Veterans returning from Operation Enduring Freedom and Operation Iraqi Freedom
- Older veterans who are moving to Door County to retire following completion of their civilian careers
- Veteran deaths in general throughout the County

Additionally, the Veterans Service Officer provides administrative support to the Veterans Service Council and the Veterans Service Commission.

2007 found the Department of Veterans Services in a state of flux with the incumbent County Veterans Service Officer (CVSO), Scott McFarlane being recalled to active duty in the U.S. Army and therefore unavailable to fulfill his responsibilities as Department Head/CVSO. Jaye Buelow was employed as the Interim CVSO and she undertook training opportunities whenever offered and performed all CVSO duties in a credible and professional manner. Ms. Buelow remained in the position until the first week in February 2007 when she resigned to accept a permanent employment position and moved to Virginia. The CVSO position was refilled on 2 February 2007 by Kenneth A. Rock. Mr. Rock remained in the position throughout 2007 (Scott returned from active duty on 21 January 08). Ken Rock did an outstanding job and his efforts were much appreciated by the veterans of Door County. Of particular note, Ken was able to oversee and coordinate the final stages of the construction and dedication of the Door County Veterans Memorial – a huge undertaking – especially when combined with the day-to-day duties of the CVSO office.

D. Goals/Objectives Achieved in 2007:

- Assisted Door County veterans with applications and documentation of eligibility to receive nearly \$3,300,000 in Federal VA compensation and pension amounts. This represents an increase of nearly \$400,000 over the 2004 totals. These amounts represent 55 compensation claims cases and 23 pension claims cases processed by the VSO staff.
- Processed death benefit claims for 34 veterans.
- Processed 12 Applications for Personal Loans from the Wisconsin Department of Veterans Affairs (WDVA).
- Processed 4 applications for Home Improvement Loans from WDVA.
- Processed 3 VA mortgage loans. This represents a total of 66 VA Mortgage Loans currently active in Door County.
- Total benefits paid to Door County veterans from WDVA programs processed by the VSO staff in 2007 totaled over \$250,000.
- VSO experiences approximately 10 personal counter visits and 50 telephone contacts per day.
- Assisted the Veterans Memorial Committee in efforts to fundraise and construct the Door County Fallen Veterans Memorial and provide administrative assistance.
- Provided administrative support to the Veterans Service Council and Veterans Service Commission.
- Assistant CVSO Deborah Hart completed TRIP Accreditation training - expanding office knowledge base and ultimately provide direct computer access to Federal VA records and benefits for our Door County veterans community.

E. Knowledge Sharing 2007:

- Updated Veterans Service Organizations (VSOs) on benefit changes and program modifications.
- Interfaced with like agencies to share and disseminate veterans benefit information.
- Began laying groundwork for 2008 outreach activities throughout the county.

F. Department Budget Status:

Approved 2007 Budget	\$134,324	Actual 2007 Budget	\$120,867
2007 Levy Appropriation	\$123,324	2006 Levy Appropriation	\$123,140
2007 Budgeted Revenue	\$11,000	2007 Actual Revenue	\$7,181
		2006 Actual Revenue	\$11,691

- Grants received for 2007: Wisconsin Department of Veterans Affairs, CVSO Grant, \$10,000.

G. Issues, Concerns, and Restraints:

- The CVSO office outreach effort, due to staff medical issues and other challenges, suffered somewhat during the year. In 2008, outreach must be ramped up significantly to ensure all Door County veterans receive the benefits they have earned.

H. Goals and Objectives for 2008:

- Continue meeting the full intent of our Department of Veterans Services mission statement.
- Continue to prepare to move to a larger office space. If possible, It is helpful that adequate waiting room and private office space be available to accommodate a minimum of three veterans at a time. As many of our veterans are suffering medical conditions which physically impair their movement and flexibility, the new office space should be designed to accommodate wheelchair bound veterans in both the private offices and the waiting area.
- Outreach is imperative to the success of our mission. The unusual geography of Door County requires continuous effort to reach out to all our veterans; especially those who reside significant distances away from our office in Sturgeon Bay. Door County varies in size from up to 18 miles wide (+/-) to 70 miles long (+/-). In that some of our veterans live on one of four of our habitable islands accessible only by vessel and/or ferry, our challenges are unique. To this end, we will work diligently with our Veterans Organizations, five Door County radio stations, our semi-weekly newspaper, and by holding satellite office sessions to reach out to veterans.
- Continuing changes in benefit programs requires ongoing training. Conduct as staffing and time permit.